



# Bridges Charter School

## Board Meeting

---

### Date and Time

Monday September 9, 2024 at 6:15 PM PDT

### Location

#### ONSITE MEETING LOCATION

Bridges Charter School

|

1335 Calle Bouganvilla, Thousand Oaks, CA 91360

#### SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County

:

1196 Portside Drive

Ventura, CA 93001

Outside Ventura County"

Community Members may choose to join in-person or via Zoom Meeting at

:

#### Join Zoom Meeting

<https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5lSlh3Rk5GZz09>

Meeting ID: 767 096 1601

Passcode: 477881

**ONSITE MEETING LOCATION**

Bridges Charter School  
1335 Calle Bouganvilla, Thousand Oaks, CA 91360

**SATELLITE MEETING LOCATIONS**

(required for board members joining remotely)

In Ventura County:

Outside Ventura County"

Community Members may choose to join in-person or via Zoom Meeting at:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5ISlh3Rk5GZz09>

Meeting ID: 767 096 1601

Passcode: 477881

Community members wishing to speak publicly must be present at the board meeting in person.

Community members wishing to speak publicly must be present at the board meeting in person.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:15 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Katerina Yevmenkina	1 m
<b>B.</b> Call the Meeting to Order		Katerina Yevmenkina	1 m
<b>C.</b> Approval of Agenda	Vote	Katerina Yevmenkina	2 m
<b>D.</b> Approval of Minutes	Approve Minutes	Katerina Yevmenkina	3 m
Approve minutes for Board Meeting on August 12, 2024			

	Purpose	Presenter	Time
--	---------	-----------	------

**II. Presentations****6:22 PM**

<b>A.</b>	Report from Marlo Hartsuyker, VCOE Director of Charter School Support and Oversight	FYI	Marlo Hartsuyker	2 m
-----------	---	-----	------------------	-----

<b>B.</b>	Report from PAC PAC President, Abby Cluster, will join the Board to share updates from our PAC.	FYI	Kelly Simon	5 m
-----------	--	-----	-------------	-----

<b>C.</b>	Reports from the Directors Executive Director	FYI	Kelly Simon	7 m
-----------	--	-----	-------------	-----

1. WASC Mid-Cycle Visit is December 11th
2. Board Committees
3. Legislative changes for short term Independent Study: We intend to collect ADA for 1-15 days of excused absences for students who makeup classwork within 7 days of the excused absence.

Director of Daily Operations

Director of Student Support

1. Bullying Awareness Month
2. Friends Friday

**III. Public Comments**

*Persons wishing to address the Board may do so at this time upon recognition from the President, or when the President requests comments from the Public as the Board is considering the item. Please state your name, community or organization you represent, and the topic you wish to share with the Board. You will be given 3 minutes to make your presentation. Pursuant to the Brown Act, the Board cannot enter into formal discussion with individuals making public comments to the Board. The Board cannot take action on any issues raised during public comments that are not on the meeting agenda. Individual members may respond to public comments during the individual Board Members section.*

**IV. Governing Board****V. Reports****6:36 PM**

	Purpose	Presenter	Time
<b>A.</b> Update from BSA	FYI	Rudy Calasin	5 m

Rudy Calasin will join the board to share an updated timeline for reviewing Charter contracts as well as recent developments from VCBSA's board.

## **VI. Consent Items**

**6:41 PM**

<b>A.</b> Consent Items	Vote	Katerina Yevmenkina	2 m
-------------------------	------	---------------------	-----

Consent Items: Items proposed for the consent calendar are noted on the posted agenda and are considered by the Director to be of a routine nature. Any item may be removed from the consent calendar at the request of any Board member and placed under the appropriate action category. A vote will be taken for the consent calendar so that any items requiring a vote can be properly addressed. It is recommended that all consent items be approved.

### 6.1 Financial Reports

#### 6.1.1 Checks

#### 6.1.2 Financial Statements

#### 6.1.3 Purchase Orders

#### 6.1.4 Amazon Purchases

### 6.2 Personnel Report

## **VII. Business and Operations**

**6:43 PM**

<b>A.</b> ExEd Contract	Vote	Kelly Simon	5 m
-------------------------	------	-------------	-----

For the Board's consideration is a contract with ExEd for backend business services.

<b>B.</b> Employee Handbook 24-25 SY	Vote	Cindy McCarthy	5 m
--------------------------------------	------	----------------	-----

We have had our employee handbook reviewed again by Procopio. Recommended changes are in red. Significant changes are related to the leave options available to our employees as well as our social media policy. This handbook also includes updates relative to the Workplace Violence Protection Plan per California Labor Code.

Approval of this item is recommended.

<b>C.</b> Leadership Goals	Discuss	Kelly Simon	15 m
----------------------------	---------	-------------	------

Dr. Simon will present a draft of goals for the board's review. Input will be invited.



	Purpose	Presenter	Time
<b>D.</b> Bridges Charter School 2023-2024 Unaudited Actuals	Vote	Rudy Calasin	10 m
Rudy will present the unaudited actuals following the close of the 2023-2024 school year. Bridges closed the year realizing a much less significant budget deficit than originally estimated.			
Approval of this item is recommended.			
<b>E.</b> Final 23-24 Prop 30 Spending Plan	Vote	Rudy Calasin	3 m
The attached report details our spending plan for the use of Prop 30 funds.			
Approval of this item is recommended.			
<b>F.</b> Stipend for Kathleen McGivern, NTE \$500	Vote	Kelly Simon	5 m
Ms. McGivern moved to California from Minnesota within a week of her hire to fill a suddenly vacant position. Bridges offered a stipend to expedite her move so that she could attend professional development with our teachers and be present for the first day of school.			
For auditing purposes, we request the board's support in approving this stipend.			
<b>G.</b> Updated Salary Schedule for Substitute Teachers	Vote	Cindy McCarthy	5 m
Approval of this item is recommended.			

**VIII. Parents and Community****IX. Curriculum and Instruction****X. Special Projects/Programs****7:31 PM**

<b>A.</b> Accept \$10,000 Grant from Sprouts	Vote	Kelly Simon	5 m
Bridges was named as the recipient of the \$10,000 grant to support our outdoor classroom program and farm to table program. The grant proposal is attached for the Boards review.			
Approval of this item is recommended.			

	Purpose	Presenter	Time
<b>B.</b> Accept \$200,000 Grant from California Department of Food and Agriculture	Vote	Kelly Simon	5 m

Bridges was awarded a two year grant from CDFA in the amount of \$200,000 to fund the continued development of a farm to table program that supports healthy living for Bridges students and our local community. The grant funding compliments the National School Lunch Program and will fund salaries for several employees, the construction of organic, sustainable gardens, an outdoor kitchen, a farm stand, educational programming, and community outreach while also supporting our local farmers.

The grant proposal is attached for the Board's review. Approval of this item is recommended.

#### **XI. Special Education**

#### **XII. Pupil Personnel**

#### **XIII. Support Services**

#### **XIV. Facilities**

#### **XV. Charter Policies**

**7:41 PM**

<b>A.</b> BP 5253 Staff/Student Professional Boundaries	Vote	Skye Stifel	5 m
---	------	-------------	-----

This policy has been replaced to allow for teachers and staff to support toileting needs of students.

Approval of this item is recommended.

<b>B.</b> Title IX Policy and Grievance Procedures	Vote	Cindy McCarthy	5 m
--	------	----------------	-----

We have worked with our attorney to meet all of the new federal requirements as well as the related California law requirements so that we have one comprehensive policy for sex-based discrimination. In addition we have updated our language on our website to reflect the most current changes as well as in our handbooks to align with the new regulations. We have have trained our staff and prepared to integrate lessons for our students at the appropriate age level in our SEL lessons. We have included the information in our annual updates for our families and will be sure to include more information during our parent education during the year.

	Purpose	Presenter	Time
Approval of this item is recommended.			
<b>C.</b> BP 5145.5 Bullying Harassment Intimidation Policy	Vote	Cindy McCarthy	5 m
<p>Charters are required to have anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, as well as anti-cyberbullying procedures to include information about social media bullying. We worked with our attorney to be sure our policy comprehensively addresses all these requirements. We also removed the Title IX policy language from this policy, since the Title IX policy itself now covers this material in a separate format. As a reminder, complaints of unlawful harassment, discrimination, intimidation or bullying based on a protected characteristic would be addressed by Title IX or UCP (as applicable).</p>			
Approval of this item is recommended.			
<b>D.</b> BP 1312 Uniform Complaint Policy and Retire 1312.1 Grievances and Complaints	Vote	Cindy McCarthy	5 m
<p>The Uniform Complaint Policy, UCP annual notice, and UCP complaint form. will now be all inclusive of BP 1312.1 Grievances and Complaints. It is our intent to retire BP 1312.1 with the approval of the action item. We updated this policy to meet compliance with CDE's FPM instrument/applicable law and for clarity. Our policy did not previously include all the programs under the scope of the UCP, including two new ones added by recent laws last fall and this summer (i.e., unlawful discrimination relating to "book banning" and instructional material). Another major change worth noting is that complainants have 30 days (not 15 days as under old law) to appeal to CDE.</p>			
Approval of this item is recommended.			
<b>E.</b> BP 3310 Credit Card Usage	Vote	Cindy McCarthy	5 m
<p>Our credit card policy needs to be updated to reflect current purchasing practices, particularly with online vendors.</p>			
Approval of this item is recommended.			

**XVI. Closed Session****8:06 PM**

<b>A.</b> Business pursuant to Government Code 54956.9(d)(2)	Discuss	Kelly Simon	25 m
--	---------	-------------	------

	Purpose	Presenter	Time
	Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) (3 Cases)		

**XVII. Personnel**

**XVIII. Closing Items**

**8:31 PM**

<b>A.</b>	Adjourn Meeting	Vote	Katerina Yevmenkina	1 m
-----------	-----------------	------	---------------------	-----

# Coversheet

## Approval of Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approval of Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting on August 12, 2024

APPROVED

Whole Child. Whole Family.  
Whole Community.



# Bridges Charter School

## Minutes

### Board Meeting

---

#### Date and Time

Monday August 12, 2024 at 6:15 PM

#### Location

##### ONSITE MEETING LOCATION

Bridges Charter School  
1335 Calle Bouganvilla, Thousand Oaks, CA 91360

##### SATELLITE MEETING LOCATIONS

(required for board members joining remotely)

In Ventura County:

1196 Portside Drive  
Ventura, CA 93001

Outside Ventura County"

Community Members may choose to join in-person or via Zoom Meeting at:

#### Join Zoom Meeting

<https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5ISlh3Rk5GZz09>

Meeting ID: 767 096 1601

Passcode: 477881

---

##### ONSITE MEETING LOCATION

Bridges Charter School  
1335 Calle Bouganvilla, Thousand Oaks, CA 91360

---

**SATELLITE MEETING LOCATIONS**  
(required for board members joining remotely)

In Ventura County:

Outside Ventura County"

Community Members may choose to join in-person or via Zoom Meeting at:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/7670961601?pwd=eWkycUxoalo1NGJBdE5ISlh3Rk5GZz09>

Meeting ID: 767 096 1601

Passcode: 477881

Community members wishing to speak publicly must be present at the board meeting in person.

Community members wishing to speak publicly must be present at the board meeting in person.

---

**Directors Present**

C. Dapello, H. Kruse, K. Yevmenkina, N. Hashemi

**Directors Absent**

N. Taylor

**Guests Present**

C. McCarthy, I. Rhode, K. Brown (remote), K. Simon, M. Hartsuyker (remote), S. Stifel (remote)

---

**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

K. Yevmenkina called a meeting of the board of directors of Bridges Charter School to order on Monday Aug 12, 2024 at 6:17 PM.

**C. Approval of Agenda**

N. Hashemi made a motion to approve the agenda.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

**D.**

### **Approval of Minutes**

H. Kruse made a motion to approve the minutes from Board Meeting on 06-17-24.

N. Hashemi seconded the motion.

The board **VOTED** to approve the motion.

### **E. Approval of Minutes 11-17-2024**

N. Hashemi made a motion to approve the minutes from Special Board Meeting on 11-17-23.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

## **II. Presentations**

### **A. Report from Marlo Hartsuyker, VCOE Director of Charter School Support and Oversight**

### **B. Parsec Presentation**

Parsec joined the Board to share opportunities for the Board to view and utilizing our school's data dashboard in order to monitor success of school programs.

### **C. Reports from the Directors**

Dr Kelly and Cindy would like to express gratitude for outdoor classroom volunteers. enrollment is 420, and looking solid.

Dr. Skye has been doing meet and greets for students.

Everyone is happy and excited for the school year.

## **III. Governing Board**

### **A. Convene Organizational Meeting**

### **B. Election of Officers -- President**

N. Hashemi made a motion to Elect Katerina for President of the Board.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

### **C. Election of Officers - Vice President**

H. Kruse made a motion to Elect Nikki Hashemi.

C. Dapello seconded the motion.

The board **VOTED** to approve the motion.

### **D. Election of Officers - Parliamentarian**

N. Hashemi made a motion to Elect Chase for Parliamentarian.



H. Kruse seconded the motion.  
The board **VOTED** to approve the motion.

**E. Election of Officers - Secretary**

C. Dapello made a motion to Elect Heather for Secretary.  
N. Hashemi seconded the motion.  
The board **VOTED** to approve the motion.

**IV. Consent Items**

**A. Consent Items**

H. Kruse made a motion to approve consent items.  
N. Hashemi seconded the motion.  
The board **VOTED** to approve the motion.

**V. Business and Operations**

**A. Updated Salary Schedule**

N. Hashemi made a motion to Updated Salary Schedule SY 24-25.  
H. Kruse seconded the motion.  
The board **VOTED** to approve the motion.

**B. Renewal of CCSA Membership**

H. Kruse made a motion to Approve of the CCSA Annual Membership.  
N. Hashemi seconded the motion.  
The board **VOTED** to approve the motion.

**C. Annual Conflict of Interest BP 9270**

N. Hashemi made a motion to Annual Conflict of Interest BP9270.  
The board **VOTED** to approve the motion.

**D. 2024 Local Agency Biennial Notice**

N. Hashemi made a motion to Approve 2024 Local Agency Biennial Notice.  
H. Kruse seconded the motion.  
The board **VOTED** to approve the motion.

**E. Updated Bell Schedule 24-25**

N. Hashemi made a motion to Approved updated bell schedule.  
H. Kruse seconded the motion.  
The board **VOTED** to approve the motion.

**F.**

### **Family Handbook 24-25 SY Updates**

H. Kruse made a motion to Approve the Family Handbook SY24-25.

N. Hashemi seconded the motion.

The board **VOTED** to approve the motion.

### **G. ExEd Contract**

Put contracts on hold with other vendors.

Would like to work with BSA moving forward.

BSA has two Board meetings coming up and the rate will be discussed.

Hopeful that BSA will come down with their rate.

### **H. Job Description for Lead Homeschool Teacher**

N. Hashemi made a motion to Approve the job description for lead homeschool teacher.

K. Yevmenkina seconded the motion.

The board **VOTED** to approve the motion.

## **VI. Special Projects/Programs**

### **A. Create Annual Leadership Goals**

The board will provide feedback on expectations and goals for the 2024-2025 school year during the September Board meeting.

Suggested to do a few mini retreats throughout the year.

enrollment

attendance

social emotional learning

community events and involvement

marketing

Reach out to parents about committees-

## **VII. Charter Policies**

### **A. Master Agreement**

H. Kruse made a motion to Approve the independent study master agreement.

N. Hashemi seconded the motion.

The board **VOTED** to approve the motion.

### **B. Independent Study Policy Revisions**

N. Hashemi made a motion to Approve the Independent study revisions.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

### **C. Attendance Policy Revision BP 5110**

N. Hashemi made a motion to Approve the Attendance Policy BP 5110.

H. Kruse seconded the motion.

The board **VOTED** to approve the motion.

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:29 PM.

Respectfully Submitted,

K. Yevmenkina

# Coversheet

## Consent Items

<b>Section:</b>	VI. Consent Items
<b>Item:</b>	A. Consent Items
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	6.1.1 Checks .pdf 6.1.2 Financial Statement .pdf 6.1.3 Purchase Orders .pdf Amazon.pdf

## ReqPay12a

## Board Report

## Checks Dated 08/01/2024 through 09/09/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5043806590	08/12/2024	Verizon Wireless	620-5901		166.64
5043806591	08/13/2024	Conejo Valley USD	620-5600		16,280.35
5043806592	08/13/2024	Slater Strategies LLC	620-5800		1,500.00
5043806593	08/13/2024	Pacific One Source Inc	620-4300	13,180.14	
			620-4400	3,033.03	16,213.17
5043806594	08/13/2024	VTA CNTY OFFICE OF EDUCATION	620-5800		2,051.06
5043806595	08/13/2024	Conejo Valley USD	620-5501	2,387.66	
			620-5502	11,726.86-	
			620-5504	16,863.37	7,524.17
5043806596	08/15/2024	CANON FINANCIAL SERVICES, INC.	620-5600		2,817.51
5043806597	08/15/2024	Amplify Education Inc.	620-5800		3,000.00
5043806598	08/15/2024	Diverse Network Associates CatapultK12	620-5800		1,786.00
5043806599	08/15/2024	VTA County Behav. Health C/o Fiscal Department	620-5800		6,028.11
5043806600	08/15/2024	Erin Abel	620-5800		1,200.00
5043806601	08/15/2024	House Sanitary Supply	620-4300		795.03
5043806602	08/15/2024	Kendall Hunt Publishing Co ATTN: Accounts Receivable Dept	620-4300		5,674.61
5043806603	08/15/2024	Lexia Learning Systems LLC	620-4100		2,114.70
5043806604	08/15/2024	MobyMax Education LLC	620-5800		1,100.00
5043806605	08/15/2024	Next Gen Math LLC	620-5800		4,990.00
5043806606	08/15/2024	Safe and Sound Security Inc.	620-4400		2,779.99
5043806607	08/15/2024	Scholastic Inc	620-4300		144.38
5043806608	08/15/2024	Educational Software USA, LLC	620-5800		110.00
5043806609	08/15/2024	STATE INDUSTRIAL PRODUCTS	620-4300		114.76
5043806610	08/15/2024	VTA CNTY OFFICE OF EDUCATION	620-5800		1,552.73
5043806611	08/26/2024	FRONTIER COMMUNICATIONS	620-5902		115.12
5043806612	09/03/2024	Verizon Wireless	620-5901		166.65
VCH430000055	08/16/2024	Dempster, Rian R	620-5804		92.00
VCH430000056	08/23/2024	SELF-INSURED SCHOOLS OF CALIF	620-9534		31,396.30
VCH430000057	08/23/2024	TAX DEFERRED SERVICES	620-9539		400.00
Total Number of Checks			26		110,113.28

## Fund Recap

Fund	Description	Check Count	Expensed Amount
620	Charter Enterprise	26	110,113.28
Total Number of Checks		26	110,113.28
Less Unpaid Tax Liability			.00
Net (Check Amount)			110,113.28

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, No Resource

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
9110	Cash in County Treasury	28,398.85	78,891.47-	50,492.62-
<b>Liabilities</b>				
9510	Accounts Payable		15,702.35-	15,702.35-
9530	Summer Pay Liability		7,035.37	7,035.37
9534	Health & Welfare Ins Payable		62,792.60-	62,792.60-
9535	State Unemployment Insurance		254.21-	254.21-
9536	Workers' Comp Ins Payable		7,177.68-	7,177.68-
	<b>Total Liabilities</b>	<b>.00</b>	<b>78,891.47-</b>	<b>78,891.47-</b>
	<b>Calculated Fund Balance</b>	<b>28,398.85</b>	<b>.00</b>	<b>28,398.85</b>
<b>Beginning Fund Balance</b>				
9791	Beginning Fund Balance	28,398.85		28,398.85
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

## Memo Only - Ending Fund Balance Accounts

		Adopted	Revised		
<b>Reserves</b>					
9720	Reserve for Encumbrances			3,552,175.26	3,552,175.26

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, No Resource

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/No Resource</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)				28,398.85		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		28,398.85		
G. Calculated Ending Balance	.00	.00		28,398.85		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other				3,552,175.26		

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0000 - Unrestricted Resource

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>LCFF Revenue Sources</b>						
0-8011	Revenue Limit State Aid Curr	1,720,963.00	1,720,963.00	125,104.00	1,595,859.00	7.27
0-8096	Trs In-Lieu from Property Tax	2,601,753.00	2,601,753.00		2,601,753.00	
<b>Total LCFF Revenue Sources</b>		<b>4,322,716.00</b>	<b>4,322,716.00</b>	<b>125,104.00</b>	<b>4,197,612.00</b>	<b>2.89</b>
<b>Other Local Revenue</b>						
0-8660	Interest	10,000.00	10,000.00		10,000.00	
0-8699	All Other Local Revenue	14,400.00	14,400.00		14,400.00	
<b>Total Other Local Revenue</b>		<b>24,400.00</b>	<b>24,400.00</b>	<b>.00</b>	<b>24,400.00</b>	
<b>Total Year To Date Revenues</b>		<b>4,347,116.00</b>	<b>4,347,116.00</b>	<b>125,104.00</b>	<b>4,222,012.00</b>	<b>2.88</b>

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
0-1100	Teacher	1,334,837.00	1,334,837.00	1,160,457.35	115,830.08	58,549.57	8.68
0-1110	Substitute Teacher	59,038.00	59,038.00			59,038.00	
0-1130	Certificated Stipends	8,050.00	8,050.00	6,850.00		1,200.00	
0-1140	Certificated Extra Duty	11,420.00	11,420.00			11,420.00	
0-1300	Certificated Administrators	267,028.00	267,028.00	231,573.82	35,353.82	100.36	13.24
Total Certificated Salaries		1,680,373.00	1,680,373.00	1,398,881.17	151,183.90	130,307.93	9.00
Classified Salaries							
0-2100	Instructional Aides	147,201.00	147,201.00	53,199.93		94,001.07	
0-2150	Instructional Aides Overtime	6,500.00	6,500.00	1,000.00		5,500.00	
0-2200	Classified Support Salaries	84,078.00	84,078.00	61,753.39	2,919.61	19,405.00	3.47
0-2250	Classified Support Overtime	3,800.00	3,800.00		2,491.20	1,308.80	65.56
0-2400	Clerical & Office Salaries	166,455.00	166,455.00	104,605.99	6,449.81	55,399.20	3.87
0-2450	Clerical/Office Overtime	3,600.00	3,600.00			3,600.00	
Total Classified Salaries		411,634.00	411,634.00	220,559.31	11,860.62	179,214.07	2.88
Employee Benefits							
0-3101	STRS, Certificated Positions	347,343.00	347,343.00	267,186.20	28,876.12	51,280.68	8.31
0-3102	STRS, Classified Positions	457.00	457.00			457.00	
0-3202	PERS, Classified Positions	88,516.00	88,516.00	51,616.85	2,506.85	34,392.30	2.83
0-3301	OASDI/Medicare Certificated	26,069.00	26,069.00	19,770.77	2,189.03	4,109.20	8.40
0-3302	OASDI/Medicare Classified	31,219.00	31,219.00	16,666.02	907.36	13,645.62	2.91
0-3401	Health/Dental/Vision Cert	296,889.00	296,889.00	283,397.50		13,491.50	

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0000 - Unrestricted Resource

Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Employee Benefits (continued)</b>							
0-3402	Health/Dental/Vission Class	53,618.00	53,618.00	53,487.40		130.60	
0-3501	SUI Certificated	899.00	899.00	680.77	75.47	142.76	8.39
0-3502	SUI Classified	205.00	205.00	109.09	5.92	89.99	2.89
0-3601	Workers' Comp Certificated	18,635.00	18,635.00	14,338.34	1,550.17	2,746.49	8.32
0-3602	Workers' Comp Classified	4,215.00	4,215.00	2,258.50	121.44	1,835.06	2.88
	<b>Total Employee Benefits</b>	<b>868,065.00</b>	<b>868,065.00</b>	<b>709,511.44</b>	<b>36,232.36</b>	<b>122,321.20</b>	<b>4.17</b>
<b>Books and Supplies</b>							
0-4100	Textbooks	152.00	152.00			152.00	
0-4300	Materials and Supplies	146,967.00	146,967.00	35,151.69	74,504.72	37,310.59	50.69
0-4400	Non-Capitalized Equipment				9,258.44	9,258.44-	NO BDGT
	<b>Total Books and Supplies</b>	<b>147,119.00</b>	<b>147,119.00</b>	<b>35,151.69</b>	<b>83,763.16</b>	<b>28,204.15</b>	<b>56.94</b>
<b>Services and Other Operating Expenditures</b>							
0-5200	Travel and Conference	1,015.00	1,015.00			1,015.00	
0-5220	Staff Development	9,301.00	9,301.00	707.00		8,594.00	
0-5300	Dues and Memberships	6,659.00	6,659.00	5,859.00		800.00	
0-5450	Other Insurance	64,717.00	64,717.00	47,705.00	23,851.00	6,839.00-	36.85
0-5501	Natural Gas Service	5,917.00	5,917.00	5,745.00		172.00	
0-5502	Electricity Service	50,860.00	50,860.00	50,860.00			
0-5504	Water Service	41,612.00	41,612.00	21,950.00		19,662.00	
0-5600	Repair, Maintenance Building	216,872.00	216,872.00	168,033.64	37,028.92	11,809.44	17.07
0-5710	Direct Costs for Transfer of S	44,846.00	44,846.00			44,846.00	
0-5800	Professional/Consultation Serv	216,292.00	216,292.00	85,199.89	30,482.82	100,609.29	14.09
0-5801	Audit Services	20,387.00	20,387.00	6,783.00		13,604.00	
0-5803	Business Services Authority	358,263.00	358,263.00			358,263.00	
0-5804	Employment Fees	1,200.00	1,200.00	250.00		950.00	
0-5899	Legal Services Box 14	10,403.00	10,403.00	10,000.00		403.00	
0-5901	Communication Services-Phone	2,081.00	2,081.00	1,360.00	200.00	521.00	9.61
0-5902	Internet Services	1,380.00	1,380.00	1,018.47	351.53	10.00	25.47
0-5903	Postage	622.00	622.00	25.56		596.44	
	<b>Total Services and Other Operating Expenditures</b>	<b>1,052,427.00</b>	<b>1,052,427.00</b>	<b>405,496.56</b>	<b>91,914.27</b>	<b>555,016.17</b>	<b>8.73</b>
<b>6600 - 6999</b>							
0-6900	Depreciation	6,653.00	6,653.00			6,653.00	
	<b>Total 6600 - 6999</b>	<b>6,653.00</b>	<b>6,653.00</b>	<b>.00</b>	<b>.00</b>	<b>6,653.00</b>	

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 4 of 64

**Fiscal13b**

**Financial Statement by Resource**

**Fund 620 - Charter Enterprise, Resource 0000 - Unrestricted Resource**

**Fiscal Year 2024/25 Through September 2024**

<b>Total Year To Date Expenditures</b>	<b>4,166,271.00</b>	<b>4,166,271.00</b>	<b>2,769,600.17</b>	<b>374,954.31</b>	<b>1,021,716.52</b>	<b>9.00</b>
--	---------------------	---------------------	---------------------	-------------------	---------------------	-------------

Description		Adopted Budget	Revised Budget	Actual	Balance	% Used
<b>Other Financing Sources</b>						
<b>Contributions</b>						
0-8980	Contributions frm Unrestricted	261,252.00-	261,252.00-		261,252.00-	
	<b>Total Contributions</b>	<b>261,252.00-</b>	<b>261,252.00-</b>	<b>.00</b>	<b>261,252.00-</b>	
	<b>Total Year To Date Other Financing Sources</b>	<b>261,252.00-</b>	<b>261,252.00-</b>	<b>.00</b>	<b>261,252.00-</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0000 - Unrestricted Resource

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	1,166,664.16	163,494.80-	1,003,169.36
0-9140	Cash Collections Awaiting Depo		2,023.21-	2,023.21-
0-9200	Accounts Receivable		248,036.20-	248,036.20-
0-9330	Prepaid Rent		5,096.13-	5,096.13-
<b>Total Assets</b>		<b>1,166,664.16</b>	<b>418,650.34-</b>	<b>748,013.82</b>
<b>Liabilities</b>				
0-9510	Accounts Payable		168,800.03-	168,800.03-
<b>Calculated Fund Balance</b>		<b>1,166,664.16</b>	<b>249,850.31-</b>	<b>916,813.85</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	1,166,664.16		1,166,664.16
<b>Beginning Fund Balance Proof</b>		<b>.00</b>	<b>249,850.31-</b>	<b>249,850.31-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(249,850.31)</b>	

## Memo Only - Ending Fund Balance Accounts

		Adopted	Revised
<b>Other Designations</b>			
0-9790	Undesignated/Unapproprate	945,064.00	945,064.00
<b>9796 - 9799</b>			
0-9796	Capital Assets Net of Debt	253,501.00	253,501.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0000 - Unrestricted Resource

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/0000 - Unrestricted Resource</b>						
A. Revenues	4,347,116.00	4,347,116.00		125,104.00	4,222,012.00	2.88
B. Expenditures	4,166,271.00	4,166,271.00	2,769,600.17	374,954.31	1,021,716.52	9.00
C. Subtotal (Revenue LESS Expense)	180,845.00	180,845.00		249,850.31-	3,200,295.48	
D. Other Financing Sources and Uses						
Sources	261,252.00-	261,252.00-			261,252.00-	
LESS Uses						
E. Net Change in Fund Balance	80,407.00-	80,407.00-		249,850.31-	2,939,043.48	
F. Fund Balance:						
Beginning Balance (9791)	1,278,972.00	1,278,972.00		1,166,664.16		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,278,972.00	1,278,972.00		1,166,664.16		
G. Calculated Ending Balance	1,198,565.00	1,198,565.00		916,813.85		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	945,064.00	945,064.00				
Other	253,501.00	253,501.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0060 - Mandated Cost Block Grant

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8550	Mandated Cost Reimbursements	6,950.00	6,950.00		6,950.00	
<b>Total Other State Revenues</b>		<b>6,950.00</b>	<b>6,950.00</b>	<b>.00</b>	<b>6,950.00</b>	
<b>Total Year To Date Revenues</b>		<b>6,950.00</b>	<b>6,950.00</b>	<b>.00</b>	<b>6,950.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0060 - Mandated Cost Block Grant

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	76,048.04		76,048.04
	<b>Calculated Fund Balance</b>	<b>76,048.04</b>	<b>.00</b>	<b>76,048.04</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	76,048.04		76,048.04
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

## Memo Only - Ending Fund Balance Accounts

		Adopted	Revised
<b>Other Designations</b>			
0-9790	Undesignated/Unappropriated	82,998.00	82,998.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0060 - Mandated Cost Block Grant

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/0060 - Mandated Cost Block Grant</b>						
A. Revenues	6,950.00	6,950.00			6,950.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	6,950.00	6,950.00		.00	6,950.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	6,950.00	6,950.00		.00	6,950.00	
F. Fund Balance:						
Beginning Balance (9791)	76,048.00	76,048.00		76,048.04		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	76,048.00	76,048.00		76,048.04		
G. Calculated Ending Balance	82,998.00	82,998.00		76,048.04		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	82,998.00	82,998.00				
Other						

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0062 - Prop 30 Depreciation

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>6600 - 6999</b>						
0-6900 Depreciation	12,254.00	12,254.00			12,254.00	
<b>Total 6600 - 6999</b>	<b>12,254.00</b>	<b>12,254.00</b>	<b>.00</b>	<b>.00</b>	<b>12,254.00</b>	
<b>Total Year To Date Expenditures</b>	<b>12,254.00</b>	<b>12,254.00</b>	<b>.00</b>	<b>.00</b>	<b>12,254.00</b>	

## Resource Reconciliation

## Beginning Fund Balance

0-9791 Beginning Fund Balance						
<b>Beginning Fund Balance Proof</b>		<b>.00</b>		<b>.00</b>	<b>.00</b>	
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				<b>.00</b>		

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>Other Designations</b>		
0-9790 Undesignated/Unappropriated	153,168.00	153,168.00



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0062 - Prop 30 Depreciation

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/0062 - Prop 30 Depreciation</b>						
A. Revenues						
B. Expenditures	12,254.00	12,254.00			12,254.00	
C. Subtotal (Revenue LESS Expense)	12,254.00-	12,254.00-		.00	12,254.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	12,254.00-	12,254.00-		.00	12,254.00-	
F. Fund Balance:						
Beginning Balance (9791)	165,422.00	165,422.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	165,422.00	165,422.00		.00		
G. Calculated Ending Balance	153,168.00	153,168.00		.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	153,168.00	153,168.00				
Other						

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0709 - Supplemental Concentration

Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
0-1100	Teacher	50,188.00	50,188.00	27,321.60	3,730.41	19,135.99	7.43
0-1130	Certificated Stipends	16,250.00	16,250.00	17,500.00		1,250.00-	
0-1200	Certificated Pupil Support Sal	70,193.00	70,193.00	63,812.20	6,381.22	.42-	9.09
<b>Total Certificated Salaries</b>		<b>136,631.00</b>	<b>136,631.00</b>	<b>108,633.80</b>	<b>10,111.63</b>	<b>17,885.57</b>	<b>7.40</b>
<b>Classified Salaries</b>							
0-2100	Instructional Aides	37,940.00	37,940.00			37,940.00	
<b>Total Classified Salaries</b>		<b>37,940.00</b>	<b>37,940.00</b>	<b>.00</b>	<b>.00</b>	<b>37,940.00</b>	
<b>Employee Benefits</b>							
0-3101	STRS, Certificated Positions	22,601.00	22,601.00	20,749.07	1,931.32	79.39-	8.55
0-3102	STRS, Classified Positions	1,123.00	1,123.00			1,123.00	
0-3202	PERS, Classified Positions	7,915.00	7,915.00			7,915.00	
0-3301	OASDI/Medicare Certificated	3,116.00	3,116.00	1,575.20	146.62	1,394.18	4.71
0-3302	OASDI/Medicare Classified	2,538.00	2,538.00			2,538.00	
0-3401	Health/Dental/Vision Cert	8,376.00	8,376.00	7,096.60		1,279.40	
0-3501	SUI Certificated	68.00	68.00	54.28	5.06	8.66	7.44
0-3502	SUI Classified	19.00	19.00			19.00	
0-3601	Workers' Comp Certificated	1,399.00	1,399.00	1,112.42	103.54	183.04	7.40
0-3602	Workers' Comp Classified	389.00	389.00			389.00	
<b>Total Employee Benefits</b>		<b>47,544.00</b>	<b>47,544.00</b>	<b>30,587.57</b>	<b>2,186.54</b>	<b>14,769.89</b>	<b>4.60</b>
<b>Services and Other Operating Expenditures</b>							
0-5800	Professional/Consultation Serv	14,788.00	14,788.00			14,788.00	
<b>Total Services and Other Operating Expenditures</b>		<b>14,788.00</b>	<b>14,788.00</b>	<b>.00</b>	<b>.00</b>	<b>14,788.00</b>	
<b>Total Year To Date Expenditures</b>		<b>236,903.00</b>	<b>236,903.00</b>	<b>139,221.37</b>	<b>12,298.17</b>	<b>85,383.46</b>	<b>5.19</b>

Description		Adopted Budget	Revised Budget		Actual	Balance	% Used
<b>Other Financing Sources</b>							
<b>Contributions</b>							
0-8980	Contributions frm Unrestricted	236,903.00	236,903.00			236,903.00	
<b>Total Contributions</b>		<b>236,903.00</b>	<b>236,903.00</b>		<b>.00</b>	<b>236,903.00</b>	
<b>Total Year To Date Other Financing Sources</b>		<b>236,903.00</b>	<b>236,903.00</b>		<b>.00</b>	<b>236,903.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 0709 - Supplemental Concentration

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	267,004.61-	17,055.40-	284,060.01-
<b>Liabilities</b>				
0-9510	Accounts Payable		4,757.23-	4,757.23-
	<b>Calculated Fund Balance</b>	<b>267,004.61-</b>	<b>12,298.17-</b>	<b>279,302.78-</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	267,004.61-		267,004.61-
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>12,298.17-</b>	<b>12,298.17-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(12,298.17)</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/0709 - Supplemental Concentration</b>						
A. Revenues						
B. Expenditures	236,903.00	236,903.00	139,221.37	12,298.17	85,383.46	5.19
C. Subtotal (Revenue LESS Expense)	236,903.00-	236,903.00-		12,298.17-	85,383.46-	
D. Other Financing Sources and Uses						
Sources	236,903.00	236,903.00			236,903.00	
LESS Uses						
E. Net Change in Fund Balance	.00	.00		12,298.17-	151,519.54	
F. Fund Balance:						
Beginning Balance (9791)				267,004.61-		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		267,004.61-		
G. Calculated Ending Balance	.00	.00		279,302.78-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



Page 14 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 1100 - State Lottery

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8560	State Lottery Grant	68,147.00	68,147.00		68,147.00	
	<b>Total Other State Revenues</b>	<b>68,147.00</b>	<b>68,147.00</b>	<b>.00</b>	<b>68,147.00</b>	
	<b>Total Year To Date Revenues</b>	<b>68,147.00</b>	<b>68,147.00</b>	<b>.00</b>	<b>68,147.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Certificated Salaries</b>						
0-1100	Teacher	68,147.00	68,147.00		68,147.00	
	<b>Total Certificated Salaries</b>	<b>68,147.00</b>	<b>68,147.00</b>	<b>.00</b>	<b>.00</b>	<b>68,147.00</b>
	<b>Total Year To Date Expenditures</b>	<b>68,147.00</b>	<b>68,147.00</b>	<b>.00</b>	<b>.00</b>	<b>68,147.00</b>

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 1100 - State Lottery

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	62,841.77		62,841.77
	<b>Calculated Fund Balance</b>	<b>62,841.77</b>	<b>.00</b>	<b>62,841.77</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	62,841.77		62,841.77
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/1100 - State Lottery</b>						
A. Revenues	68,147.00	68,147.00			68,147.00	
B. Expenditures	68,147.00	68,147.00			68,147.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)				62,841.77		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		62,841.77		
G. Calculated Ending Balance	.00	.00		62,841.77		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 1400 - Education Protection Act

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>LCFF Revenue Sources</b>						
0-8012	Education Protection Act	70,030.00	70,030.00		70,030.00	
<b>Total LCFF Revenue Sources</b>		<b>70,030.00</b>	<b>70,030.00</b>	<b>.00</b>	<b>70,030.00</b>	
<b>Total Year To Date Revenues</b>		<b>70,030.00</b>	<b>70,030.00</b>	<b>.00</b>	<b>70,030.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Certificated Salaries</b>						
0-1100	Teacher	70,030.00	70,030.00		70,030.00	
<b>Total Certificated Salaries</b>		<b>70,030.00</b>	<b>70,030.00</b>	<b>.00</b>	<b>.00</b>	<b>70,030.00</b>
<b>Total Year To Date Expenditures</b>		<b>70,030.00</b>	<b>70,030.00</b>	<b>.00</b>	<b>.00</b>	<b>70,030.00</b>

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 1400 - Education Protection Act

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	52,467.00	17,563.00	70,030.00
0-9290	Due From Other Governments		17,563.00-	17,563.00-
	<b>Total Assets</b>	<b>52,467.00</b>	<b>.00</b>	<b>52,467.00</b>
	<b>Calculated Fund Balance</b>	<b>52,467.00</b>	<b>.00</b>	<b>52,467.00</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	52,467.00		52,467.00
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/1400 - Education Protection Act</b>						
A. Revenues	70,030.00	70,030.00			70,030.00	
B. Expenditures	70,030.00	70,030.00			70,030.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)				52,467.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		52,467.00		
G. Calculated Ending Balance	.00	.00		52,467.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 18 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 2600 - Expanded Learning Opp

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8590	Other State	65,030.00	65,030.00	7,146.00	57,884.00	10.99
	<b>Total Other State Revenues</b>	<b>65,030.00</b>	<b>65,030.00</b>	<b>7,146.00</b>	<b>57,884.00</b>	<b>10.99</b>
	<b>Total Year To Date Revenues</b>	<b>65,030.00</b>	<b>65,030.00</b>	<b>7,146.00</b>	<b>57,884.00</b>	<b>10.99</b>

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Classified Salaries</b>						
0-2100	Instructional Aides	75,236.00	75,236.00	313.20	74,922.80	0.42
0-2150	Instructional Aides Overtime			62.64	62.64-	NO BDGT
	<b>Total Classified Salaries</b>	<b>75,236.00</b>	<b>75,236.00</b>	<b>.00</b>	<b>74,860.16</b>	<b>0.50</b>
<b>Employee Benefits</b>						
0-3202	PERS, Classified Positions	19,750.00	19,750.00	101.66	19,648.34	0.51
0-3302	OASDI/Medicare Classified	5,755.00	5,755.00	28.75	5,726.25	0.50
0-3502	SUI Classified	38.00	38.00	.19	37.81	0.50
0-3602	Workers' Comp Classified	770.00	770.00	3.85	766.15	0.50
	<b>Total Employee Benefits</b>	<b>26,313.00</b>	<b>26,313.00</b>	<b>.00</b>	<b>26,178.55</b>	<b>0.51</b>
<b>Books and Supplies</b>						
0-4700	Food Supply	7,620.00	7,620.00	6,285.18	1,334.82	
	<b>Total Books and Supplies</b>	<b>7,620.00</b>	<b>7,620.00</b>	<b>6,285.18</b>	<b>1,334.82</b>	
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	30,162.00-	30,162.00-		30,162.00-	
0-5800	Professional/Consultation Serv	5,428.00	5,428.00		5,428.00	
0-5901	Communication Services-Phone	1,545.00	1,545.00		1,545.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>23,189.00-</b>	<b>23,189.00-</b>	<b>.00</b>	<b>23,189.00-</b>	
	<b>Total Year To Date Expenditures</b>	<b>85,980.00</b>	<b>85,980.00</b>	<b>6,285.18</b>	<b>79,184.53</b>	<b>0.59</b>

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 19 of 64



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 2600 - Expanded Learning Opp

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	52,576.23	3,710.84	56,287.07
<b>Liabilities</b>				
0-9510	Accounts Payable		2,924.87-	2,924.87-
	<b>Calculated Fund Balance</b>	<b>52,576.23</b>	<b>6,635.71</b>	<b>59,211.94</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	52,576.23		52,576.23
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>6,635.71</b>	<b>6,635.71</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>6,635.71</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/2600 - Expanded Learning Opp</b>						
A. Revenues	65,030.00	65,030.00		7,146.00	57,884.00	10.99
B. Expenditures	85,980.00	85,980.00	6,285.18	510.29	79,184.53	0.59
C. Subtotal (Revenue LESS Expense)	20,950.00-	20,950.00-		6,635.71	21,300.53-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	20,950.00-	20,950.00-		6,635.71	21,300.53-	
F. Fund Balance:						
Beginning Balance (9791)	20,950.00	20,950.00		52,576.23		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	20,950.00	20,950.00		52,576.23		
G. Calculated Ending Balance	.00	.00		59,211.94		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 20 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 3010 - NCLB Title I

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
0-8290	All Other Federal Revenue	10,847.00	10,847.00	10.00	10,837.00	0.09
	<b>Total Federal Revenue</b>	<b>10,847.00</b>	<b>10,847.00</b>	<b>10.00</b>	<b>10,837.00</b>	<b>0.09</b>
	<b>Total Year To Date Revenues</b>	<b>10,847.00</b>	<b>10,847.00</b>	<b>10.00</b>	<b>10,837.00</b>	<b>0.09</b>

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	10,847.00	10,847.00		10,847.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>10,847.00</b>	<b>10,847.00</b>	<b>.00</b>	<b>10,847.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>10,847.00</b>	<b>10,847.00</b>	<b>.00</b>	<b>10,847.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 3010 - NCLB Title I

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	2,712.18	10.00	2,722.18
	<b>Calculated Fund Balance</b>	<b>2,712.18</b>	<b>10.00</b>	<b>2,722.18</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	2,712.18		2,712.18
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>10.00</b>	<b>10.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>10.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/3010 - NCLB Title I</b>						
A. Revenues	10,847.00	10,847.00		10.00	10,837.00	0.09
B. Expenditures	10,847.00	10,847.00			10,847.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		10.00	10.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		10.00	10.00-	
F. Fund Balance:						
Beginning Balance (9791)				2,712.18		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		2,712.18		
G. Calculated Ending Balance	.00	.00		2,722.18		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b


## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 3310 - Special Ed:IDEA Basic Local

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rcvd
<b>Revenue Detail</b>							
<b>Federal Revenue</b>							
0-8181	Special Education Entitlement	87,740.00	87,740.00			87,740.00	
	<b>Total Federal Revenue</b>	<b>87,740.00</b>	<b>87,740.00</b>		<b>.00</b>	<b>87,740.00</b>	
	<b>Total Year To Date Revenues</b>	<b>87,740.00</b>	<b>87,740.00</b>		<b>.00</b>	<b>87,740.00</b>	
Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
0-1100	Teacher	22,796.00	22,796.00	20,723.40	2,072.34	.26	9.09
	<b>Total Certificated Salaries</b>	<b>22,796.00</b>	<b>22,796.00</b>	<b>20,723.40</b>	<b>2,072.34</b>	<b>.26</b>	<b>9.09</b>
<b>Classified Salaries</b>							
0-2100	Instructional Aides	54,820.00	54,820.00			54,820.00	
	<b>Total Classified Salaries</b>	<b>54,820.00</b>	<b>54,820.00</b>	<b>.00</b>	<b>.00</b>	<b>54,820.00</b>	
<b>Employee Benefits</b>							
0-3101	STRS, Certificated Positions	4,354.00	4,354.00	3,958.20	395.82	.02-	9.09
0-3202	PERS, Classified Positions	14,829.00	14,829.00			14,829.00	
0-3301	OASDI/Medicare Certificated	326.00	326.00	292.40	30.05	3.55	9.22
0-3302	OASDI/Medicare Classified	4,194.00	4,194.00			4,194.00	
0-3401	Health/Dental/Vision Cert	4,468.00	4,468.00	4,468.30		.30-	
0-3501	SUI Certificated	11.00	11.00	10.10	1.04	.14-	9.45
0-3502	SUI Classified	27.00	27.00			27.00	
0-3601	Workers' Comp Certificated	233.00	233.00	212.20	21.22	.42-	9.11
0-3602	Workers' Comp Classified	561.00	561.00			561.00	
	<b>Total Employee Benefits</b>	<b>29,003.00</b>	<b>29,003.00</b>	<b>8,941.20</b>	<b>448.13</b>	<b>19,613.67</b>	<b>1.55</b>
<b>Services and Other Operating Expenditures</b>							
0-5710	Direct Costs for Transfer of S	77,308.00-	77,308.00-			77,308.00-	
0-5800	Professional/Consultation Servic	58,429.00	58,429.00	39,710.00		18,719.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>18,879.00-</b>	<b>18,879.00-</b>	<b>39,710.00</b>	<b>.00</b>	<b>58,589.00-</b>	
	<b>Total Year To Date Expenditures</b>	<b>87,740.00</b>	<b>87,740.00</b>	<b>69,374.60</b>	<b>2,520.47</b>	<b>15,844.93</b>	<b>2.87</b>

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



Page 23 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 3310 - Special Ed:IDEA Basic Local

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	312,946.36-	6,745.63-	319,691.99-
<b>Liabilities</b>				
0-9510	Accounts Payable		4,225.16-	4,225.16-
	<b>Calculated Fund Balance</b>	<b>312,946.36-</b>	<b>2,520.47-</b>	<b>315,466.83-</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	312,946.36-		312,946.36-
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>2,520.47-</b>	<b>2,520.47-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(2,520.47)</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/3310 - Special Ed:IDEA Basic Local</b>						
A. Revenues	87,740.00	87,740.00			87,740.00	
B. Expenditures	87,740.00	87,740.00	69,374.60	2,520.47	15,844.93	2.87
C. Subtotal (Revenue LESS Expense)	.00	.00		2,520.47-	71,895.07	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		2,520.47-	71,895.07	
F. Fund Balance:						
Beginning Balance (9791)				312,946.36-		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		312,946.36-		
G. Calculated Ending Balance	.00	.00		315,466.83-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 24 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 3327 - Special Ed:IDEA, Mental Hlth

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury		4,662.00	4,662.00
0-9200	Accounts Receivable		4,662.00-	4,662.00-
	<b>Total Assets</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	<b>Calculated Fund Balance</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	<b>Beginning Fund Balance Proof</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/3327 - Special Ed:IDEA, Mental Hlth</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection    Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 4035 - Title II, Part A

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
0-8290	All Other Federal Revenue	4,774.00	4,774.00		4,774.00	
	<b>Total Federal Revenue</b>	<b>4,774.00</b>	<b>4,774.00</b>	<b>.00</b>	<b>4,774.00</b>	
	<b>Total Year To Date Revenues</b>	<b>4,774.00</b>	<b>4,774.00</b>	<b>.00</b>	<b>4,774.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	4,774.00	4,774.00		4,774.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>4,774.00</b>	<b>4,774.00</b>	<b>.00</b>	<b>4,774.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>4,774.00</b>	<b>4,774.00</b>	<b>.00</b>	<b>4,774.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 4035 - Title II, Part A

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	2,387.62	4.04-	2,383.58
<b>Liabilities</b>				
0-9510	Accounts Payable		4.04-	4.04-
	<b>Calculated Fund Balance</b>	<b>2,387.62</b>	<b>.00</b>	<b>2,387.62</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	2,387.62		2,387.62
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/4035 - Title II, Part A</b>						
A. Revenues	4,774.00	4,774.00			4,774.00	
B. Expenditures	4,774.00	4,774.00			4,774.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)				2,387.62		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		2,387.62		
G. Calculated Ending Balance	.00	.00		2,387.62		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 4127 - Title IV, Part A

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
0-8290	All Other Federal Revenue	10,000.00	10,000.00		10,000.00	
	<b>Total Federal Revenue</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>10,000.00</b>	
	<b>Total Year To Date Revenues</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>10,000.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Books and Supplies</b>						
0-4300	Materials and Supplies	10,000.00	10,000.00		10,000.00	
	<b>Total Books and Supplies</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>10,000.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>10,000.00</b>	

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 4127 - Title IV, Part A

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	2,500.00		2,500.00
	<b>Calculated Fund Balance</b>	<b>2,500.00</b>	<b>.00</b>	<b>2,500.00</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	2,500.00		2,500.00
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/4127 - Title IV, Part A</b>						
A. Revenues	10,000.00	10,000.00			10,000.00	
B. Expenditures	10,000.00	10,000.00			10,000.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)				2,500.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		2,500.00		
G. Calculated Ending Balance	.00	.00		2,500.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 5310 - Child Nutrition School Lunch

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
0-8220	Child Nutrition Programs	64,811.00	64,811.00		64,811.00	
	<b>Total Federal Revenue</b>	<b>64,811.00</b>	<b>64,811.00</b>	<b>.00</b>	<b>64,811.00</b>	
<b>Other State Revenues</b>						
0-8520	Child Nutrition Programs	174,904.00	174,904.00		174,904.00	
	<b>Total Other State Revenues</b>	<b>174,904.00</b>	<b>174,904.00</b>	<b>.00</b>	<b>174,904.00</b>	
	<b>Total Year To Date Revenues</b>	<b>239,715.00</b>	<b>239,715.00</b>	<b>.00</b>	<b>239,715.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Classified Salaries</b>						
0-2200	Classified Support Salaries	60,629.00	60,629.00		60,629.00	
0-2250	Classified Support Overtime	2,800.00	2,800.00	538.72	2,261.28	19.24
	<b>Total Classified Salaries</b>	<b>63,429.00</b>	<b>63,429.00</b>	<b>.00</b>	<b>62,890.28</b>	<b>0.85</b>
<b>Employee Benefits</b>						
0-3202	PERS, Classified Positions	17,158.00	17,158.00	145.72	17,012.28	0.85
0-3302	OASDI/Medicare Classified	4,852.00	4,852.00	41.21	4,810.79	0.85
0-3502	SUI Classified	32.00	32.00	.27	31.73	0.84
0-3602	Workers' Comp Classified	650.00	650.00	5.52	644.48	0.85
	<b>Total Employee Benefits</b>	<b>22,692.00</b>	<b>22,692.00</b>	<b>.00</b>	<b>22,499.28</b>	<b>0.85</b>
<b>Books and Supplies</b>						
0-4300	Materials and Supplies	6,075.00	6,075.00		6,075.00	
0-4700	Food Supply	160,059.00	160,059.00	153,000.00	7,059.00	
	<b>Total Books and Supplies</b>	<b>166,134.00</b>	<b>166,134.00</b>	<b>153,000.00</b>	<b>13,134.00</b>	
<b>Services and Other Operating Expenditures</b>						
0-5800	Professional/Consultation Servic	800.00	800.00		800.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>800.00</b>	<b>800.00</b>	<b>.00</b>	<b>800.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>253,055.00</b>	<b>253,055.00</b>	<b>153,000.00</b>	<b>99,323.56</b>	<b>0.29</b>

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 5310 - Child Nutrition School Lunch

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	74,392.62	32,396.10	106,788.72
0-9200	Accounts Receivable		34,853.92-	34,853.92-
	<b>Total Assets</b>	<b>74,392.62</b>	<b>2,457.82-</b>	<b>71,934.80</b>
<b>Liabilities</b>				
0-9510	Accounts Payable		1,726.38-	1,726.38-
	<b>Calculated Fund Balance</b>	<b>74,392.62</b>	<b>731.44-</b>	<b>73,661.18</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	74,392.62		74,392.62
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>731.44-</b>	<b>731.44-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(731.44)</b>	

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797	36,757.00	36,757.00
0-9797	Restricted Net Assets	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 5310 - Child Nutrition School Lunch

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/5310 - Child Nutrition School Lunch</b>						
A. Revenues	239,715.00	239,715.00			239,715.00	
B. Expenditures	253,055.00	253,055.00	153,000.00	731.44	99,323.56	0.29
C. Subtotal (Revenue LESS Expense)	13,340.00-	13,340.00-		731.44-	140,391.44	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	13,340.00-	13,340.00-		731.44-	140,391.44	
F. Fund Balance:						
Beginning Balance (9791)	50,097.00	50,097.00		74,392.62		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	50,097.00	50,097.00		74,392.62		
G. Calculated Ending Balance	36,757.00	36,757.00		73,661.18		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	36,757.00	36,757.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6053 - Universal PreKinder Grant

Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
0-1100	Teacher	53,582.00	53,582.00	48,710.50	4,871.05	.45	9.09
<b>Total Certificated Salaries</b>		<b>53,582.00</b>	<b>53,582.00</b>	<b>48,710.50</b>	<b>4,871.05</b>	<b>.45</b>	<b>9.09</b>
<b>Employee Benefits</b>							
0-3101	STRS, Certificated Positions	10,234.00	10,234.00	9,303.70	930.37	.07-	9.09
0-3301	OASDI/Medicare Certificated	777.00	777.00	706.30	70.63	.07	9.09
0-3501	SUI Certificated	27.00	27.00	24.40	2.44	.16	9.04
0-3601	Workers' Comp Certificated	549.00	549.00	498.80	49.88	.32	9.09
<b>Total Employee Benefits</b>		<b>11,587.00</b>	<b>11,587.00</b>	<b>10,533.20</b>	<b>1,053.32</b>	<b>.48</b>	<b>9.09</b>
<b>Books and Supplies</b>							
0-4100	Textbooks	4,199.00	4,199.00			4,199.00	
<b>Total Books and Supplies</b>		<b>4,199.00</b>	<b>4,199.00</b>	<b>.00</b>	<b>.00</b>	<b>4,199.00</b>	
<b>Services and Other Operating Expenditures</b>							
0-5710	Direct Costs for Transfer of S	69,368.00-	69,368.00-			69,368.00-	
0-5800	Professional/Consultation Servic			1,430.00		1,430.00-	NO BDGT
<b>Total Services and Other Operating Expenditures</b>		<b>69,368.00-</b>	<b>69,368.00-</b>	<b>1,430.00</b>	<b>.00</b>	<b>70,798.00-</b>	
<b>Total Year To Date Expenditures</b>		<b>.00</b>	<b>.00</b>	<b>60,673.70</b>	<b>5,924.37</b>	<b>66,598.07-</b>	<b>NO BDGT</b>

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6053 - Universal PreKinder Grant

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	856.93	7,935.23-	7,078.30-
<b>Liabilities</b>				
0-9510	Accounts Payable		2,010.86-	2,010.86-
	<b>Calculated Fund Balance</b>	<b>856.93</b>	<b>5,924.37-</b>	<b>5,067.44-</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	856.93		856.93
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>5,924.37-</b>	<b>5,924.37-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(5,924.37)</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6053 - Universal PreKinder Grant</b>						
A. Revenues						
B. Expenditures			60,673.70	5,924.37	66,598.07-	NO BDGT
C. Subtotal (Revenue LESS Expense)	.00	.00		5,924.37-	66,598.07	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		5,924.37-	66,598.07	
F. Fund Balance:						
Beginning Balance (9791)				856.93		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		856.93		
G. Calculated Ending Balance	.00	.00		5,067.44-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 34 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6266 - Educator Effect 21-22

## Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
0-1130	Certificated Stipends	3,900.00	3,900.00			3,900.00	
<b>Total Certificated Salaries</b>		<b>3,900.00</b>	<b>3,900.00</b>	<b>.00</b>	<b>.00</b>	<b>3,900.00</b>	
<b>Employee Benefits</b>							
0-3101	STRS, Certificated Positions	745.00	745.00			745.00	
0-3301	OASDI/Medicare Certificated	57.00	57.00			57.00	
0-3501	SUI Certificated	2.00	2.00			2.00	
0-3601	Workers' Comp Certificated	40.00	40.00			40.00	
<b>Total Employee Benefits</b>		<b>844.00</b>	<b>844.00</b>	<b>.00</b>	<b>.00</b>	<b>844.00</b>	
<b>Services and Other Operating Expenditures</b>							
0-5710	Direct Costs for Transfer of S	4,744.00-	4,744.00-			4,744.00-	
<b>Total Services and Other Operating Expenditures</b>		<b>4,744.00-</b>	<b>4,744.00-</b>	<b>.00</b>	<b>.00</b>	<b>4,744.00-</b>	
<b>Total Year To Date Expenditures</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>NO BDGT</b>



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6266 - Educator Effect 21-22

## Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	6,278.57	288.18-	5,990.39
<b>Liabilities</b>				
0-9510	Accounts Payable		288.18-	288.18-
	<b>Calculated Fund Balance</b>	<b>6,278.57</b>	<b>.00</b>	<b>6,278.57</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	6,278.57		6,278.57
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6266 - Educator Effect 21-22</b>						
A. Revenues						
B. Expenditures						NO BDGT
C. Subtotal (Revenue LESS Expense)	.00	.00		.00	.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		.00	.00	
F. Fund Balance:						
Beginning Balance (9791)				6,278.57		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		6,278.57		
G. Calculated Ending Balance	.00	.00		6,278.57		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6300 - Lottery: Instructional Mat.

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8560	State Lottery Grant	27,721.00	27,721.00		27,721.00	
	<b>Total Other State Revenues</b>	<b>27,721.00</b>	<b>27,721.00</b>	<b>.00</b>	<b>27,721.00</b>	
	<b>Total Year To Date Revenues</b>	<b>27,721.00</b>	<b>27,721.00</b>	<b>.00</b>	<b>27,721.00</b>	

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Books and Supplies							
0-4100	Texbooks	14,761.00	14,761.00	337.50	2,114.70	12,308.80	14.33
0-4300	Materials and Supplies	6,930.00	6,930.00			6,930.00	
Total Books and Supplies		21,691.00	21,691.00	337.50	2,114.70	19,238.80	9.75
Total Year To Date Expenditures		21,691.00	21,691.00	337.50	2,114.70	19,238.80	9.75

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6300 - Lottery: Instructional Mat.

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	96,891.22	2,114.70-	94,776.52
	<b>Calculated Fund Balance</b>	<b>96,891.22</b>	<b>2,114.70-</b>	<b>94,776.52</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	96,891.22		96,891.22
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>2,114.70-</b>	<b>2,114.70-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(2,114.70)</b>	

## Memo Only - Ending Fund Balance Accounts

		Adopted	Revised
<b>9796 - 9799</b>			
0-9797	Restricted Net Assets	109,208.00	109,208.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6300 - Lottery: Instructional Mat.

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6300 - Lottery: Instructional Mat.</b>						
A. Revenues	27,721.00	27,721.00			27,721.00	
B. Expenditures	21,691.00	21,691.00	337.50	2,114.70	19,238.80	9.75
C. Subtotal (Revenue LESS Expense)	6,030.00	6,030.00		2,114.70-	8,482.20	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	6,030.00	6,030.00		2,114.70-	8,482.20	
F. Fund Balance:						
Beginning Balance (9791)	103,178.00	103,178.00		96,891.22		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	103,178.00	103,178.00		96,891.22		
G. Calculated Ending Balance	109,208.00	109,208.00		94,776.52		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	109,208.00	109,208.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6500 - Special Education

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
0-8792	Transfers of Apportionments Fr	322,238.00	322,238.00	29,560.00	292,678.00	9.17
	<b>Total Other Local Revenue</b>	<b>322,238.00</b>	<b>322,238.00</b>	<b>29,560.00</b>	<b>292,678.00</b>	<b>9.17</b>
	<b>Total Year To Date Revenues</b>	<b>322,238.00</b>	<b>322,238.00</b>	<b>29,560.00</b>	<b>292,678.00</b>	<b>9.17</b>

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Certificated Salaries</b>						
0-1100	Teacher	68,387.00	68,387.00	62,170.30	6,217.03	.33- 9.09
0-1140	Certificated Extra Duty	1,250.00	1,250.00	2,587.62	1,337.62-	207.01
0-1200	Certificated Pupil Support Sal	109,458.00	109,458.00	91,212.62	18,245.38	16.67
	<b>Total Certificated Salaries</b>	<b>179,095.00</b>	<b>179,095.00</b>	<b>153,382.92</b>	<b>27,050.03</b>	<b>1,337.95- 15.10</b>
<b>Employee Benefits</b>						
0-3101	STRS, Certificated Positions	34,207.00	34,207.00	29,296.10	5,166.56	255.66- 15.10
0-3301	OASDI/Medicare Certificated	2,568.00	2,568.00	2,167.20	392.22	8.58 15.27
0-3401	Health/Dental/Vision Cert	46,598.00	46,598.00	31,277.90	15,320.10	15.36
0-3501	SUI Certificated	88.00	88.00	74.70	13.52	.22- 15.36
0-3601	Workers' Comp Certificated	1,834.00	1,834.00	1,570.60	276.99	13.59- 15.10
	<b>Total Employee Benefits</b>	<b>85,295.00</b>	<b>85,295.00</b>	<b>64,386.50</b>	<b>5,849.29</b>	<b>15,059.21 6.86</b>
<b>Books and Supplies</b>						
0-4300	Materials and Supplies	4,120.00	4,120.00		4,120.00	
	<b>Total Books and Supplies</b>	<b>4,120.00</b>	<b>4,120.00</b>	<b>.00</b>	<b>.00</b>	<b>4,120.00</b>
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	13,308.00-	13,308.00-		13,308.00-	
0-5800	Professional/Consultion Servic	80,982.00	80,982.00	77,265.61	6,028.11	2,311.72- 7.44
0-5899	Legal Services Box 14	10,403.00	10,403.00	8,000.00	2,403.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>78,077.00</b>	<b>78,077.00</b>	<b>85,265.61</b>	<b>6,028.11</b>	<b>13,216.72- 7.72</b>
	<b>Total Year To Date Expenditures</b>	<b>346,587.00</b>	<b>346,587.00</b>	<b>303,035.03</b>	<b>38,927.43</b>	<b>4,624.54 11.23</b>

Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
<b>Other Financing Sources</b>					

**Contributions**

0-8980	Contributions frm Unrestricted	24,349.00	24,349.00	24,349.00
--------	--------------------------------	-----------	-----------	-----------

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

**Fiscal13b**

**Financial Statement by Resource**

Fund 620 - Charter Enterprise, Resource 6500 - Special Education			Fiscal Year 2024/25 Through September 2024		
Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
<b>Other Financing Sources (continued)</b>					
Total Contributions	24,349.00	24,349.00	.00	24,349.00	
Total Year To Date Other Financing Sources	24,349.00	24,349.00	.00	24,349.00	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6500 - Special Education

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	3,285.79-	19,019.88-	22,305.67-
<b>Liabilities</b>				
0-9510	Accounts Payable		9,652.45-	9,652.45-
	<b>Calculated Fund Balance</b>	<b>3,285.79-</b>	<b>9,367.43-</b>	<b>12,653.22-</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	3,285.79-		3,285.79-
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>9,367.43-</b>	<b>9,367.43-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(9,367.43)</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6500 - Special Education</b>						
A. Revenues	322,238.00	322,238.00		29,560.00	292,678.00	9.17
B. Expenditures	346,587.00	346,587.00	303,035.03	38,927.43	4,624.54	11.23
C. Subtotal (Revenue LESS Expense)	24,349.00-	24,349.00-		9,367.43-	288,053.46	
D. Other Financing Sources and Uses						
Sources	24,349.00	24,349.00			24,349.00	
LESS Uses						
E. Net Change in Fund Balance	.00	.00		9,367.43-	312,402.46	
F. Fund Balance:						
Beginning Balance (9791)				3,285.79-		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		3,285.79-		
G. Calculated Ending Balance	.00	.00		12,653.22-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 42 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6546 - Special Ed Mental Hlth

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8590	Other State	27,886.00	27,886.00	2,908.00	24,978.00	10.43
	<b>Total Other State Revenues</b>	<b>27,886.00</b>	<b>27,886.00</b>	<b>2,908.00</b>	<b>24,978.00</b>	<b>10.43</b>
	<b>Total Year To Date Revenues</b>	<b>27,886.00</b>	<b>27,886.00</b>	<b>2,908.00</b>	<b>24,978.00</b>	<b>10.43</b>

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	27,886.00	27,886.00		27,886.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>27,886.00</b>	<b>27,886.00</b>	<b>.00</b>	<b>27,886.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>27,886.00</b>	<b>27,886.00</b>	<b>.00</b>	<b>27,886.00</b>	



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6546 - Special Ed Mental Hlth

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	27,434.59	29,686.00	57,120.59
0-9200	Accounts Receivable		26,778.00-	26,778.00-
	<b>Total Assets</b>	<b>27,434.59</b>	<b>2,908.00</b>	<b>30,342.59</b>
	<b>Calculated Fund Balance</b>	<b>27,434.59</b>	<b>2,908.00</b>	<b>30,342.59</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	27,434.59		27,434.59
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>2,908.00</b>	<b>2,908.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>2,908.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6546 - Special Ed Mental Hlth</b>						
A. Revenues	27,886.00	27,886.00		2,908.00	24,978.00	10.43
B. Expenditures	27,886.00	27,886.00			27,886.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		2,908.00	2,908.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		2,908.00	2,908.00-	
F. Fund Balance:						
Beginning Balance (9791)				27,434.59		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		27,434.59		
G. Calculated Ending Balance	.00	.00		30,342.59		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ERP for California

Page 44 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6762 - Arts, Music &amp; IM

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	185,914.82		185,914.82
	<b>Calculated Fund Balance</b>	<b>185,914.82</b>	<b>.00</b>	<b>185,914.82</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	185,914.82		185,914.82
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6762 - Arts, Music &amp; IM</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)				185,914.82		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		185,914.82		
G. Calculated Ending Balance	.00	.00		185,914.82		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6770 - Arts and Music in Schools

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
0-8590	Other State	43,807.00	43,807.00	4,630.00	39,177.00	10.57
	<b>Total Other State Revenues</b>	<b>43,807.00</b>	<b>43,807.00</b>	<b>4,630.00</b>	<b>39,177.00</b>	<b>10.57</b>
	<b>Total Year To Date Revenues</b>	<b>43,807.00</b>	<b>43,807.00</b>	<b>4,630.00</b>	<b>39,177.00</b>	<b>10.57</b>

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Services and Other Operating Expenditures</b>						
0-5710	Direct Costs for Transfer of S	43,807.00	43,807.00		43,807.00	
	<b>Total Services and Other Operating Expenditures</b>	<b>43,807.00</b>	<b>43,807.00</b>	<b>.00</b>	<b>43,807.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>43,807.00</b>	<b>43,807.00</b>	<b>.00</b>	<b>43,807.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 6770 - Arts and Music in Schools

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	41,407.00	4,630.00	46,037.00
	<b>Calculated Fund Balance</b>	<b>41,407.00</b>	<b>4,630.00</b>	<b>46,037.00</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	41,407.00		41,407.00
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>4,630.00</b>	<b>4,630.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>4,630.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/6770 - Arts and Music in Schools</b>						
A. Revenues	43,807.00	43,807.00		4,630.00	39,177.00	10.57
B. Expenditures	43,807.00	43,807.00			43,807.00	
C. Subtotal (Revenue LESS Expense)	.00	.00		4,630.00	4,630.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		4,630.00	4,630.00-	
F. Fund Balance:						
Beginning Balance (9791)				41,407.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	.00	.00		41,407.00		
G. Calculated Ending Balance	.00	.00		46,037.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 7435 - Learning Recovery Emergency B

Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Services and Other Operating Expenditures</b>							
0-5710	Direct Costs for Transfer of S	62,730.00	62,730.00			62,730.00	
<b>Total Services and Other Operating Expenditures</b>		<b>62,730.00</b>	<b>62,730.00</b>	<b>.00</b>	<b>.00</b>	<b>62,730.00</b>	
<b>Total Year To Date Expenditures</b>		<b>62,730.00</b>	<b>62,730.00</b>	<b>.00</b>	<b>.00</b>	<b>62,730.00</b>	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 7435 - Learning Recovery Emergency B

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	135,341.00		135,341.00
	<b>Calculated Fund Balance</b>	<b>135,341.00</b>	<b>.00</b>	<b>135,341.00</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	135,341.00		135,341.00
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/7435 - Learning Recovery Emergency BG</b>						
A. Revenues						
B. Expenditures	62,730.00	62,730.00			62,730.00	
C. Subtotal (Revenue LESS Expense)	62,730.00-	62,730.00-		.00	62,730.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	62,730.00-	62,730.00-		.00	62,730.00-	
F. Fund Balance:						
Beginning Balance (9791)	62,730.00	62,730.00		135,341.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	62,730.00	62,730.00		135,341.00		
G. Calculated Ending Balance	.00	.00		135,341.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9078 - MISC DEPRECIABLE EQUIPMEN

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>6600 - 6999</b>						
0-6900 Depreciation	1,913.00	1,913.00			1,913.00	
<b>Total 6600 - 6999</b>	<b>1,913.00</b>	<b>1,913.00</b>	<b>.00</b>	<b>.00</b>	<b>1,913.00</b>	
<b>Total Year To Date Expenditures</b>	<b>1,913.00</b>	<b>1,913.00</b>	<b>.00</b>	<b>.00</b>	<b>1,913.00</b>	

## Resource Reconciliation

## Beginning Fund Balance

0-9791 Beginning Fund Balance						
<b>Beginning Fund Balance Proof</b>		<b>.00</b>		<b>.00</b>	<b>.00</b>	
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				<b>.00</b>		

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797 Restricted Net Assets	1,752.00	1,752.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9078 - MISC DEPRECIABLE EQUIPMEN

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9078 - MISC DEPRECIABLE EQUIPMENT</b>						
A. Revenues						
B. Expenditures	1,913.00	1,913.00			1,913.00	
C. Subtotal (Revenue LESS Expense)	1,913.00-	1,913.00-		.00	1,913.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,913.00-	1,913.00-		.00	1,913.00-	
F. Fund Balance:						
Beginning Balance (9791)	3,665.00	3,665.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	3,665.00	3,665.00		.00		
G. Calculated Ending Balance	1,752.00	1,752.00		.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	1,752.00	1,752.00				



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9080 - Donations

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	41,681.63		41,681.63
	<b>Calculated Fund Balance</b>	<b>41,681.63</b>	<b>.00</b>	<b>41,681.63</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	41,681.63		41,681.63
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797 Restricted Net Assets	41,682.00	41,682.00

**Fiscal13b****Financial Statement by Resource****Fund 620 - Charter Enterprise, Resource 9080 - Donations****Fiscal Year 2024/25 Through September 2024**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9080 - Donations</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	41,682.00	41,682.00		41,681.63		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,682.00	41,682.00		41,681.63		
G. Calculated Ending Balance	41,682.00	41,682.00		41,681.63		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	41,682.00	41,682.00				

## Fiscal13b

## Financial Statement by Resource


## Fund 620 - Charter Enterprise, Resource 9081 - BRIDGES Extensions

Fiscal Year 2024/25 Through September 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
0-8699	All Other Local Revenue	25,000.00	25,000.00		25,000.00	
	<b>Total Other Local Revenue</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>.00</b>	<b>25,000.00</b>	
	<b>Total Year To Date Revenues</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>.00</b>	<b>25,000.00</b>	

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>						
<b>Classified Salaries</b>						
0-2100	Instructional Aides	7,107.00	7,107.00		7,107.00	
0-2150	Instructional Aides Overtime	5,000.00	5,000.00		5,000.00	
	<b>Total Classified Salaries</b>	<b>12,107.00</b>	<b>12,107.00</b>	<b>.00</b>	<b>12,107.00</b>	
<b>Employee Benefits</b>						
0-3102	STRS, Classified Positions	1,299.00	1,299.00		1,299.00	
0-3202	PERS, Classified Positions	1,435.00	1,435.00		1,435.00	
0-3302	OASDI/Medicare Classified	504.00	504.00		504.00	
0-3502	SUI Classified	6.00	6.00		6.00	
0-3602	Workers' Comp Classified	124.00	124.00		124.00	
	<b>Total Employee Benefits</b>	<b>3,368.00</b>	<b>3,368.00</b>	<b>.00</b>	<b>3,368.00</b>	
<b>Books and Supplies</b>						
0-4700	Food Supply	5,107.00	5,107.00	4,400.00	707.00	
	<b>Total Books and Supplies</b>	<b>5,107.00</b>	<b>5,107.00</b>	<b>4,400.00</b>	<b>707.00</b>	
<b>Services and Other Operating Expenditures</b>						
0-5504	Water Service	103.00	103.00		103.00	
0-5901	Communication Services-Phone	1,335.00	1,335.00	1,526.71	525.00-	24.97
	<b>Total Services and Other Operating Expenditures</b>	<b>1,438.00</b>	<b>1,438.00</b>	<b>1,526.71</b>	<b>422.00-</b>	<b>23.18</b>
	<b>Total Year To Date Expenditures</b>	<b>22,020.00</b>	<b>22,020.00</b>	<b>5,926.71</b>	<b>15,760.00</b>	<b>1.51</b>

selection Grouped by Account Type - Sorted by Org, Fund, Resource, Project Year, Object, Filtered by (Org = 643, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



Page 54 of 64

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9081 - BRIDGES Extensions

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	21,018.94	464.19-	20,554.75
0-9140	Cash Collections Awaiting Depo		404.61-	404.61-
	<b>Total Assets</b>	<b>21,018.94</b>	<b>868.80-</b>	<b>20,150.14</b>
<b>Liabilities</b>				
0-9510	Accounts Payable		535.51-	535.51-
	<b>Calculated Fund Balance</b>	<b>21,018.94</b>	<b>333.29-</b>	<b>20,685.65</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	21,018.94		21,018.94
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>333.29-</b>	<b>333.29-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(333.29)</b>	

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797	39,109.00	39,109.00
0-9797	Restricted Net Assets	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9081 - BRIDGES Extensions

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9081 - BRIDGES Extensions</b>						
A. Revenues	25,000.00	25,000.00			25,000.00	
B. Expenditures	22,020.00	22,020.00	5,926.71	333.29	15,760.00	1.51
C. Subtotal (Revenue LESS Expense)	2,980.00	2,980.00		333.29-	9,240.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	2,980.00	2,980.00		333.29-	9,240.00	
F. Fund Balance:						
Beginning Balance (9791)	36,129.00	36,129.00		21,018.94		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	36,129.00	36,129.00		21,018.94		
G. Calculated Ending Balance	39,109.00	39,109.00		20,685.65		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	39,109.00	39,109.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9084 - Garden Grant

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	1,222.35		1,222.35
	<b>Calculated Fund Balance</b>	<b>1,222.35</b>	<b>.00</b>	<b>1,222.35</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	1,222.35		1,222.35
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797	1,313.00	1,313.00
0-9797	Restricted Net Assets	

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9084 - Garden Grant

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9084 - Garden Grant</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	1,313.00	1,313.00		1,222.35		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,313.00	1,313.00		1,222.35		
G. Calculated Ending Balance	1,313.00	1,313.00		1,222.35		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	1,313.00	1,313.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9085 - Parent Funded Activities

Fiscal Year 2024/25 Through September 2024

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Classified Salaries</b>							
0-2100	Instructional Aides	2,130.00	2,130.00			2,130.00	
<b>Total Classified Salaries</b>		<b>2,130.00</b>	<b>2,130.00</b>	<b>.00</b>	<b>.00</b>	<b>2,130.00</b>	
<b>Employee Benefits</b>							
0-3202	PERS, Classified Positions	576.00	576.00			576.00	
0-3302	OASDI/Medicare Classified	163.00	163.00			163.00	
0-3502	SUI Classified	1.00	1.00			1.00	
0-3602	Workers' Comp Classified	22.00	22.00			22.00	
<b>Total Employee Benefits</b>		<b>762.00</b>	<b>762.00</b>	<b>.00</b>	<b>.00</b>	<b>762.00</b>	
<b>Books and Supplies</b>							
0-4300	Materials and Supplies	707.00	707.00			707.00	
<b>Total Books and Supplies</b>		<b>707.00</b>	<b>707.00</b>	<b>.00</b>	<b>.00</b>	<b>707.00</b>	
<b>Services and Other Operating Expenditures</b>							
0-5800	Professional/Consultation Serv	30,000.00	30,000.00	29,501.00	3,660.09	3,161.09-	12.20
0-5805	Field Trips	27,702.00	27,702.00	15,220.00		12,482.00	
<b>Total Services and Other Operating Expenditures</b>		<b>57,702.00</b>	<b>57,702.00</b>	<b>44,721.00</b>	<b>3,660.09</b>	<b>9,320.91</b>	<b>6.34</b>
<b>Total Year To Date Expenditures</b>		<b>61,301.00</b>	<b>61,301.00</b>	<b>44,721.00</b>	<b>3,660.09</b>	<b>12,919.91</b>	<b>5.97</b>



## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9085 - Parent Funded Activities

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	78,446.33	2.96-	78,443.37
0-9140	Cash Collections Awaiting Depo		1,382.13-	1,382.13-
0-9330	Prepaid Rent		2,275.00-	2,275.00-
	<b>Total Assets</b>	<b>78,446.33</b>	<b>3,660.09-</b>	<b>74,786.24</b>
	<b>Calculated Fund Balance</b>	<b>78,446.33</b>	<b>3,660.09-</b>	<b>74,786.24</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	78,446.33		78,446.33
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>3,660.09-</b>	<b>3,660.09-</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(3,660.09)</b>	

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797	Restricted Net Assets	10,733.00
	10,733.00	10,733.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9085 - Parent Funded Activities

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9085 - Parent Funded Activities</b>						
A. Revenues						
B. Expenditures	61,301.00	61,301.00	44,721.00	3,660.09	12,919.91	5.97
C. Subtotal (Revenue LESS Expense)	61,301.00-	61,301.00-		3,660.09-	12,919.91-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	61,301.00-	61,301.00-		3,660.09-	12,919.91-	
F. Fund Balance:						
Beginning Balance (9791)	72,034.00	72,034.00		78,446.33		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	72,034.00	72,034.00		78,446.33		
G. Calculated Ending Balance	10,733.00	10,733.00		74,786.24		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,733.00	10,733.00				

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9086 - ERC Funds

Fiscal Year 2024/25 Through September 2024

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Resource Reconciliation</b>				
<b>Assets</b>				
0-9110	Cash in County Treasury	295,586.98		295,586.98
	<b>Calculated Fund Balance</b>	<b>295,586.98</b>	<b>.00</b>	<b>295,586.98</b>
<b>Beginning Fund Balance</b>				
0-9791	Beginning Fund Balance	295,586.98		295,586.98
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>Resource Change in Fund Balance - Excess Revenues ( Expenditures )</b>				

## Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
<b>9796 - 9799</b>		
0-9797 Restricted Net Assets	252,131.00	252,131.00

## Fiscal13b

## Financial Statement by Resource

## Fund 620 - Charter Enterprise, Resource 9086 - ERC Funds

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise/9086 - ERC Funds</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	252,131.00	252,131.00		295,586.98		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	252,131.00	252,131.00		295,586.98		
G. Calculated Ending Balance	252,131.00	252,131.00		295,586.98		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	252,131.00	252,131.00				

## Fiscal13b

## Financial Statement by Resource

## 620 - Charter Enterprise

Fiscal Year 2024/25 Through September 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance for Fund 620 - Charter Enterprise</b>						
A. Revenues	5,357,001.00	5,357,001.00		169,358.00	5,187,643.00	3.16
B. Expenditures	5,593,936.00	5,593,936.00	3,552,175.26	441,974.56	1,599,786.18	7.90
C. Subtotal (Revenue LESS Expense)	236,935.00-	236,935.00-		272,616.56-	3,587,856.82	
D. Other Financing Sources and Uses						
Sources						NO BDGT
LESS Uses						
E. Net Change in Fund Balance	236,935.00-	236,935.00-		272,616.56-	3,587,856.82	
F. Fund Balance:						
Beginning Balance (9791)	2,164,351.00	2,164,351.00		1,869,832.07		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,164,351.00	2,164,351.00		1,869,832.07		
G. Calculated Ending Balance	1,927,416.00	1,927,416.00		1,597,215.51		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,181,230.00	1,181,230.00				
Other	746,186.00	746,186.00		3,552,175.26		

## ReqPay11a

## Board Report with Fund/Object

Includes Purchase Orders dated 08/01/2024 - 09/09/2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B4324-00041	U.S. BANK	BCS	Statement date 7-8-24 Kelly	620-9510	612.71
B4324-00042	U.S. BANK	BCS	statement date 7-8-24 Cindy	620-9510	510.74
B4325-00033	CANON FINANCIAL SERVICES, INC.	BSA	DX 6855i & C478F COPIER LEASE FY 2024-2025	620-5600	16,409.25
B4325-00034	County of Ventura	BCS	ERSES and COEDS billing	620-5800	6,028.11
P4325-00024	McGraw-Hill	BCS	social studies curriculum	620-5800	4,125.00
P4325-00025	Pacific One Source Inc	BCS	inv# 0016374	620-5800	1,750.00
P4325-00026	Diverse Network Associates	BCS	we tip program SY 24-25	620-5800	1,786.00
P4325-00027	Scholastic Inc	BCS	grade 1/2 scholastic news	620-4300	144.38
P4325-00028	VTa CNTY OFFICE OF EDUCATION	BCS	NCPI Training for Cindy McCarthy	620-5220	35.00
P4325-00029	VTa CNTY OFFICE OF EDUCATION	BCS	NCPI training for Lindsay B.	620-5220	35.00
P4325-00030	VTa CNTY OFFICE OF EDUCATION	BCS	NCPI training	620-5220	50.00
P4325-00031	VTa CNTY OFFICE OF EDUCATION	BCS	NCPI training for Amy Campbell	620-5220	35.00
P4325-00032	The Lighthouse For The Blind	BCS	food bars for emergency kits	620-4300	2,712.57
P4325-00033	VTa CNTY OFFICE OF EDUCATION	BCS	training for Skye Stifel	620-5220	35.00
P4325-00034	Amazon	BCS	4 invoices	620-4300	1,636.45
P4325-00035	CA CHARTER SCHOOL ASSOC	BCS	Membership SY 24-25	620-5300	5,859.00
P4325-00036	EDCLUB, INC	BCS	Licenses for Middle School	620-5800	578.40
P4325-00037	Lakeshore Equipment Company	BCS	Frazier/Ryin Rose 2nd grade	620-4300	83.60
P4325-00038	Rainbow Resource Center	BCS	Frazier/Mackenzie Almos Kinder	620-4300	21.66
P4325-00039	Imagine Learning, Inc.	BCS	online license for special ed	620-5800	300.00
P4325-00040	Rainbow Resource Center	BCS	Frazier/Cameron Aframian grade 2	620-4300	44.72
P4325-00041	School Specialty LLC	BCS	Darcie/Hardisty-Laszlo, Kinder	620-4300	149.03
P4325-00042	KIWI CRATE, INC.	BCS	Frazier/Emerson-K, Ellis-3	620-4300	91.06
P4325-00043	KIWI CRATE, INC.	BCS	Frazier/ Mackenzie Almos Kinder	620-4300	40.70
P4325-00044	Rainbow Resource Center	BCS	Frazier/Pospischil, Pheonix and Skye 4th grade	620-4300	41.83
P4325-00045	Singapore Math Inc	BCS	Teri Keller/ Ava Cantrall grade 2	620-4300	90.41
P4325-00046	Diversity Collective Vta Cnty	BCS	Training for Dr. Skye	620-5220	300.00
P4325-00047	Amazon	BCS	5 invoices	620-4300	2,558.31
P4325-00048	Amazon	BCS	10 Homeschool Invoices	620-4300	885.72
P4325-00049	VTa CNTY OFFICE OF EDUCATION	BCS	professional development Skye	620-5220	35.00
P4325-00050	U.S. BANK	BCS	statement date 7-8-24	620-4700	285.18
				620-5220	182.00
				620-5903	25.56
P4325-00051	U.S. BANK	BCS	Statement date 7-8-24	620-5800	335.76
P4325-00052	U.S. BANK	BCS	statement date 8-7-24	620-5800	94.99
Total Number of POs			33	Total	47,908.14

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.



Page 1 of 2

**ReqPay11a**

**Board Report with Fund/Object**

**Includes Purchase Orders dated 08/01/2024 - 09/09/2024**

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
620	Charter Enterprise	33	47,908.14

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

 **ERP for California**

Page 2 of 2



Kami Brown <kami.brown@bridgescharter.org>

Your monthly spending summary

1 message

amazon.com <no-reply@amazon.com>  
To: kami.brown@bridgescharter.org

Tue, Sep 3, 2024 at 3:34 AM



Dear Amazon Business Customer,

Here's what your organization spent on Amazon Business from 8/1/2024 through 8/31/2024.

Numbers shown as of 9/3/2024

Total spend <sup>1</sup>	\$15,135.13
Total savings <sup>2</sup>	\$160.76
	<a href="#">Explore savings</a>
Number of orders	106
Average spend per order	\$142.78

With Business Prime, you could have additional shipping savings. Sign up for [Business Prime](#) today.

You can access this information with more details on Amazon Business Analytics.

[Go to Business Analytics](#)

Thanks for choosing Amazon Business.



<sup>1</sup> *Total spend is the sum of all orders placed on your organization's business account in the time period.*

<sup>2</sup> *Total savings is an aggregate of Shipping savings (only for Business Prime members) & Price savings (Business pricing discounts, Quantity discounts, Progressive discounts and Custom Price discounts)*

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.



# Coversheet

## ExEd Contract

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	A. ExEd Contract
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Bridges Charter - ExED Agreement 24-25.pdf

## **EXCELLENT EDUCATION DEVELOPMENT MANAGEMENT AND ACCOUNTING SERVICES AGREEMENT**

This Management and Accounting Services Agreement (the “Agreement”) is entered into as of the 31st day of December 2024 (the “Effective Date”) by Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development, a California nonprofit public benefit corporation (“ExED”), with reference to the following facts:

### **BACKGROUND**

ExED is a non-profit organization that exists to advance the purpose of giving every child access to an excellent public education that opens the doors to opportunity and provides a pathway out of poverty for those in need.

ExED will support Client with an articulated suite of services (defined as the “Services below”) at a fixed monthly price to fulfill Client’s need for the financial expertise, skills and integrity required to operate at the highest level.

In furtherance of Client’s long-term financial and organizational initiatives, ExED may make additional services available based upon the periodic or specific needs of Client and in accordance with an agreed upon fee for such additional services.

ExED is driven to help Client create efficiencies and implement sound business practices that will allow Client’s leadership to direct more of their time and energy to the classroom.

ExED’s expectation is that Client will observe the highest standards in its governance and management, and that it will dedicate itself to delivering a high-quality education to its students.

ExED believes in sustained collaboration on Client’s work and has structured this management agreement to provide services for period that is longer than a single school year. During the initial school year covered by this Agreement, ExED will begin providing Client with services as of the Effective Date. Subsequently, this Agreement will renew and extend for one-year periods, beginning next year, as described in more detail below. This structure allows ExED to attend to financial matters such as closing financial statements and audits that occur in subsequent school or fiscal years, and to prepare budgets for use in forthcoming years. This structure also offers consistency and predictability to ExED and Client and their respective staffs and governing boards.

Now therefore, in consideration of the premises, and of the mutual covenants and conditions contained herein, Client and ExED agree as follows:

#### **1. DEFINITIONS.**

The following terms will have the meanings ascribed to them herein:

- a. “ADA” means the average daily attendance, reported as required by the California Department of Education, which must be filed by the Client with the State of California in accordance with applicable laws and regulations.
- b. “Additional Services” means any supplemental services to be provided by ExED at request of Client. If Additional Services are part of this Agreement, they are described in a Schedule entitled “Additional Services Scope of Work to be Performed by ExED” and attached hereto. Additional Services supplement the Basic Services provided by ExED under this Agreement.
- c. “Affiliate” means nonprofit corporations or limited liability companies that are controlled by or under common control with Client. In this Agreement, the following corporation(s) or limited liability companies are Affiliates of Client: Not Applicable.
- d. “Auditor” means an independent certified public accountant selected by Client to prepare annual audited financial statements for Client, as required by California Education Code 41020.
- e. “Basic Services” means the services provided by ExED as selected by Client and described in Schedule A.
- f. “Board” means the governing body of the Client.
- g. “Budget” means the current and future budgets of the Client prepared by ExED in coordination with the Client as described in this Agreement and adopted by the Board.
- h. “California Department of Education” means The California Department of Education, which is the governmental agency within the State of California that oversees public education.
- i. “Categorical Funding Applications” means State funding programs for which the Client may be eligible and apply for and not included within the Local Control Funding Formula (LCFF).
- j. “Chartering Authority” means the local school district or county office of education or state board of education that has issued a charter to Client to operate a School.
- k. “Client Administrator” means one or more Client staff or Board member(s) in leadership positions authorized to work with ExED with respect to the services outlined in this Agreement. Unless otherwise notified in writing, the Client Administrator herein shall be (i) the chief executive officer, executive director or equivalent, (ii) the presiding officer of the Board, and (iii) the principal or head of school for matters pertaining to any specific School operated by Client.
- l. “Confidential Information” means any and all technical and non-technical information including copyright, trade secret, and proprietary information, inventions, know-how, processes and algorithms, software programs, and software source documents. Confidential Information includes, without limitation, information acquired from a student information systems used to

maintain individual-level data (including student demographics, course data, discipline, assessments, staff demographics, staff assignments), financial information, procurement requirements, purchasing information, plans and personnel information of the parties, and student information as protected under the Family Educational Rights and Privacy Act (FERPA) and other privacy protection laws, as applicable to the operations of Client and ExED under this Agreement.

Confidential Information does not include information that: (a) is now publicly or generally known or available or that hereafter, through no act or failure on the part of the receiving party, or through any violation of law or contract becomes generally known or available; (b) is known to the receiving party at the time of receiving such information; (c) is furnished to others by the disclosing party without a restriction on disclosure; (d) is hereafter furnished to the receiving party by a third party without restriction on disclosure, where such third party legally obtained such information and the right to disclose it to the receiving party; or (e) is independently developed by the receiving party without violation of any legal rights which the disclosing party may have in such information.

- m. “Effective Date Year” means the calendar year in which the Effective Date occurs.
- n. “Fiscal Year” means the accounting period between July 1 and June 30.
- o. “myExED Portal” means the ExED client portal ([myexed.org](http://myexed.org)) and the associated applications made available to select Client staff via this website.
- p. “Notice of Non-Renewal” means written notice from Client, substantially in the form attached hereto as Exhibit 2, delivered to ExED no later than 60 days from delivery by ExED of a Notice of Terms Supplement, that Client will not be renewing ExED’s Services under this Agreement for the coming Fiscal Year.
- q. “Notice of Terms Supplement” means written notice from ExED, substantially in the form attached hereto as Exhibit 1, and delivered to Client each year following the Effective Date Year.
- r. “P-1/P-2/P-3/Annual” means the attendance reports that must be submitted to the State of California for ADA apportionment purposes.
- s. “Payroll Provider” means the third-party human capital management software provider (e.g., Paychex or Paycom) that Client has contracted with to provide payroll processing and other human resource services.
- t. “Proprietary Property of ExED” means all right, title and interest in and to the materials and systems developed and used by ExED in the performance of the Agreement including, without limitation, all trade secrets, know-how, protocols, policies, specifications, software, forms, as well as additions and modifications thereto developed and/or used by ExED in the furtherance of its operations and in performance of its obligations under this Agreement.

Proprietary Property also includes ExED work product, reports, templates, studies, specifications, business methods, tools, methodologies, techniques, solution construction aids, analytical frameworks, algorithms, products, documentation, abstracts and summaries thereof that do not contain or embody Client's Confidential Information. Proprietary Property includes "ExED Core Business Components," defined as those general skills, know-how, expertise, techniques, methodologies, processes, templates, and business methods that are acquired or developed during the performance of the Agreement and that are related to ExED's primary business, such as, by way of example, but not of limitation, methodologies and processes for managing school budgets and financial reporting, that do not contain or embody Client's Confidential Information. Proprietary Property also includes "ExED Knowledge Capital," which means ExED materials existing prior to commencement of the Agreement, or developed outside the scope of the Agreement, that are proprietary to ExED, and all associated intellectual property rights and any enhancements and modifications to such materials, whether or not such enhancements and modifications are developed as part of the Agreement.

- u. "School" means each charter school that Client has been authorized to operate by a Chartering Authority, which is actually operated by Client and included in the scope of the Services described herein.
- v. "Standard Financial Reports" means the financial reports prepared by ExED for Client Administrators or the Board. See Schedule A for a list of reports included.
- w. "State Budget" means the current budget of the State of California as approved and signed by the Governor of the State of California for the current Fiscal Year.
- x. "Term" means the period of time during which this Agreement is in effect between the parties, which shall commence as of the Effective Date (or, if the Client and ExED have an existing service agreement in effect on Effective Date, the date immediately after the expiration of such existing service agreement), and terminated upon receipt by ExED of the Client's Notice of Non-Renewal, unless and until earlier terminated in accordance with the terms and conditions hereof, and subject to any provisions which, by their express terms, survive expiration or termination of the Agreement.

## 2. THE SERVICES

- a. Basic Services. During the Term of this Agreement, ExED will provide Client with the Basic Services described on Schedule A. ExED shall provide Client a non-exclusive, non-assignable license to use the Proprietary Property of ExED solely for Client operations, at no additional cost, during the Term of this Agreement. Client specifically acknowledges that the Services do not include any services not specifically included on Schedule A (or additional schedules which outline Additional Services), including without limitation, those services expressly listed as Exclusions therein.
- b. Additional Services. Client may request ExED to provide additional Services. If ExED agrees to provide Additional Services, the Additional Services will be described in detail in a separate Schedule to be added to this Agreement and signed by authorized representatives of both parties. Charges, fees, responsibilities and obligations with respect to the Services will be adjusted as described in the separate schedule.
- c. Prior Term Services. Client may request ExED to provide services pertaining to a period prior to the Term of the Agreement or to prior Fiscal Years under Agreement (which request (i) is made to ExED after May 15<sup>th</sup> following the applicable Fiscal Year end, and (ii) not the result of ExED's default in the provision of such Services) ("Retroactive Services"). If ExED agrees to provide Retroactive Services, the services will be described in a separate schedule to be added to this Agreement as Schedule B and signed by authorized representatives of both parties. Charges, fees, responsibilities and obligations with respect to the Retroactive Services will be adjusted as described in that Schedule. For purposes of this Agreement, Retroactive Services shall be deemed to be Additional Services.
- d. Services to Affiliates. ExED does not provide any services to Affiliates of Client under this Agreement. Client shall cause its Affiliates to engage ExED for a separate scope of services or shall manage the financial affairs of its Affiliates without ExED assistance. If ExED has been engaged by one or more Affiliates to provide services, and Client has been designated to pay for such services (in lieu of paying higher rent, otherwise required for the Affiliate to pay directly, for example), Client agrees that ExED fees for such services will be billed to and due from Client. This direct billing and payment arrangement will be described in a separate agreement between ExED, the Client and the Affiliate, or, at ExED's election, a separate schedule to be added to this Agreement and signed by authorized representatives of both parties. Any termination or modification (including, without limitation through a Notice of Non-Renewal or Notices of Terms Supplements, respectively) applicable to this Agreement shall also apply to the rendering of services to such Client affiliate, unless the Client affiliate services are set forth in a separate agreement.

### 3. PAYMENT AND TERMS

- a. Fees and Charges. In addition to any other fees set forth herein, during the Term of this Agreement, Client will pay ExED for the Basic Services as outlined below.

Service	2024-25 Annual	2024-25 Monthly	2024-25 Fee Schedule	2025-26 Fee Schedule	2026-27 Fee Schedule	Comments
Fee Calendar		Effective Date - June 30, 2025		July 1, 2025 - June 30, 2026	July 1, 2026 - June 30, 2027	
School Finance & Accounting	\$ 87,500.00	\$ 7,291.67	1.75% of total revenue assuming BCS total revenue of \$5.0 million	1.75% of total revenue	1.75% of total revenue	Based on the total revenue in the board-approved budget.
Payroll Processing & Retirement Reporting	\$ 9,600.00	\$ 800.00	Fee equivalent to \$20.00 per employee per month assuming 40 employees	\$20.50 per employee per month.	\$21.00 per employee per month.	Based on the number of employees assumed in the board-approved budget.
Data Management - Attendance Reporting	\$ 2,940.00	\$ 245.00	\$7.00 per student assuming 420 students	\$7.20 per student	\$7.40 per student	Based on the enrollment (P-2) assumed in the board-approved budget.
Data Management - Nutrition Reporting	\$ 2,100.00	\$ 175.00	\$5.00 per student assuming 420 students	\$5.15 per student	\$5.30 per student	Based on the enrollment (P-2) assumed in the board-approved budget.
<b>Total</b>	<b>\$ 102,140.00</b>	<b>\$ 8,511.67</b>				

- b. The annual fees for fiscal years 2025-26 and 2026-27 will be determined based on the board-approved budget, and ExED will communicate the fees via a Notice of Terms Supplement.
- c. Client will reimburse ExED for its actual, reasonable out-of-pocket expenses incurred in providing the Basic Services as provided for in Schedule A. These out-of-pocket expenses will not exceed \$150 per month without prior, written authorization from the Client.
- d. One-Time Fee. Not applicable.
- e. Invoicing. ExED will invoice Client monthly for services.
- f. Payment Terms. Payment is due thirty (30) days from the date of delivery of the monthly invoice.
- g. Right to Suspend Performance. In the event of default or delay in payment greater than 30 days from the date of delivery of the monthly invoice, ExED reserves the right to suspend part or all of its performance of duties under this Agreement, including the rendering of Services, until all amounts for Services that are due and payable are paid in full. In the event Client disputes all or any portion of the invoice that is due, Client shall notify ExED in writing within 20 days of receipt of the invoice and initiate the dispute resolution process under Section 10 hereof, but shall pay the invoice in full, pending the outcome of such process.
- h. Taxes. Except as expressly stated in this Agreement, ExED and Client are responsible for any and all taxes on their respective incomes, and for payment



and withholding of all applicable taxes, including but not limited to income, property and sales taxes.

- i. Late Payments. Payments made after the 30-day period set forth in Section 3.c. are subject to a late payment penalty equal to a monthly rate of 1%, not to exceed the maximum allowed under applicable law.
- j. Notice of Terms Supplement. The prices and related charges for the Services are subject to change each year, beginning June 30th of the year following the Effective Date Year. ExED shall deliver a Notice of Terms Supplement each year following the Effective Date Year, which Notice of Terms Supplement shall be in the form as attached hereto as Exhibit 1, and shall detail any applicable changes in Service prices, and related costs, including without limitation, with respect to expense reimbursements, and any other amendments, changes, or supplements to the terms and conditions of this Agreement. If Client determines not to renew ExED's Services under this Agreement, it shall timely deliver a Notice of Non-Renewal no later than 60 days from delivery by ExED of a Notice of Terms Supplement. Failure by Client to timely deliver a Notice of Non-Renewal shall be deemed to be Client's agreement to renewal of this Agreement, as modified by the terms and conditions contained in the Notice Terms Supplement. In consideration of the Service fees set forth in Section 3(a), which Service fees ExED agrees to maintain (and not change via a Notice of Terms Supplement) until June 30th of the third year following the Effective Date Year, notwithstanding anything to the contrary set forth herein, Client hereby waives its right to issue a Notice of Non-Renewal until after receipt of the Notice of Terms Supplement issued hereunder in connection with the renewal of the Agreement on June 30th of the third year following the Effective Date Year. For the avoidance of doubt, (i) ExED will not change its Service fees hereunder prior to June 30th of the third year following the Effective Date Year, but reserves the right to modify non-Service fee related terms and conditions through a Notice of Terms Supplement (including, without limitation, out-of-pocket expenses for which ExED may be reimbursed without prior Client approval, rush check fees, and late payroll information fees) (ii) ExED reserves the right to charge additional fees for any Additional Services the Client and ExED determine to add to this Agreement, in accordance with Section 2(b) above.

#### 4. RELATIONSHIP OF THE PARTIES

- a. Independent Contractors. ExED and Client are independent contractors. No representations or assertions shall be made, nor actions taken by either party that would create any joint venture, partnership, employment, fiduciary, or trust relationship between the parties with respect to the subject matter of this Agreement. Except as may be expressly agreed upon in this Agreement or a Schedule attached hereto, neither party has any authority or power to act as an agent of the other, or to enter into any agreement, contract or commitment on behalf of the other, or to create any liability or obligation whatsoever on behalf of the other, to any third person or entity.

- b. No Benefits. No ExED employee is eligible to participate in any benefits programs offered by Client to its employees, nor in any pension plans, insurance plans or other similar plans offered by Client to its employees.
- c. Employees. Each party will exercise day-to-day control over and supervision of their respective employees, including, but not limited to, hiring, evaluation, promotion, demotion, compensation, employee benefits, discipline and discharge. All work assignments, instruction, scheduling, staffing and direction of Client employees shall be the exclusive province of the Client. Each party is responsible for obtaining and maintaining worker's compensation coverage and unemployment insurance for its employees.
- d. Subcontractors. ExED reserves the right to subcontract with other individuals and businesses for the Services. ExED will be responsible for its subcontractors, all payments to subcontractors, and the direction and control of the work to be performed by its subcontractors, if any. All subcontractors, if any, will be required by ExED to comply with the terms and conditions of this Agreement respecting Client Confidential Information.

5. THE CLIENT'S OBLIGATIONS.

- a. Authorized Personnel. The Client Administrator(s) identified herein are authorized to work with ExED and authorize their staff to work with ExED with respect to the services outlined in this Agreement.
- b. Alternative Contacts. The Board may also identify, in writing to ExED, its key or principal contact, if other than the Client Administrator, who is authorized to receive and disclose Confidential Information, receive payroll checks and discuss personnel issues; as well as an alternate contact in the event the Client Administrator cannot or should not serve as the Client's contact due to conflict or suspected misconduct. In the absence of such designated persons, the chief executive officer and the presiding officer of the Board shall have such authority.
- c. Financial Records and Audit.
  - (i) The Client will maintain customary and reasonably correct, complete and accurate records and other supporting information which will enable ExED to render the Services hereunder. The Client will deliver all supporting documentation in accordance with the monthly close timeline developed by ExED and provided to Client. If Client submits required supporting documentation after monthly close deadline, ExED cannot guarantee on-time submission of financial reports for Client management review and/or Client board meetings.
  - (ii) The Client will obtain an annual audit of its books and records at the end of each Fiscal Year from a state-approved Auditor and immediately provide ExED with a copy of any annual audit and related reports, notes or statements. Client authorizes and instructs ExED to work with Client's Auditor on any matter or issue pertinent

to the Services and will confirm such authorization upon request by ExED.

- (iii) Client covenants that it will respond promptly and professionally to any and all questions or investigations from the Chartering Authority, any governmental investigating or funding authority or Client's Auditor, to the extent required by law, including exceptions noted in any independent accountant's report, in each case, to the extent required by law and to effectively render the Services.

- d. Coordination and Cooperation. Client will cause the Client Administrator(s) and other authorized staff members to work closely and cooperatively with ExED to facilitate the effective performance and delivery of the Services. Client will comply with and respond promptly to all reasonable requests of ExED for information or documents from the Client.

- (i) Client covenants to assist ExED in reconciling outstanding invoices, and to provide ExED with copies or originals of vendor invoices and correspondence, as well as other statements and receipts in accordance with the monthly close deadline established by ExED.
- (ii) Client staff with access to the myExED Portal will take reasonable steps to maintain the confidentiality of their myExED login credentials. Client staff will notify ExED in writing if the confidentiality of their myExED login credentials has been compromised.
- (iii) Client staff will take reasonable steps to ensure the security of the devices used to access the myExED Portal and will use their best effort to notify ExED in writing if the security of a device has been compromised.
- (iv) Client staff will only use the myExED Portal for work-related activities.

- e. Payroll. Client will provide all necessary and proper data to ExED for payroll processing and retirement reporting, if applicable.

- (i) All original documents as it relates to personnel files or payroll logs will be maintained at the Client Site.
- (ii) If necessary, Client will use, and purchase if necessary to use, commercially reasonable time clocks for timekeeping purposes.
- (iii) Client will sign, or has signed, a service agreement with Payroll Provider for the necessary services so that ExED can process payroll using the Payroll Provider service.
- (iv) Payroll Provider will file Client's annual forms W-2/W-3.
- (v) Payroll Provider will file the Federal, State Withholding, and State Disability taxes and tax returns, quarterly and annual, associated with payrolls processed through Payroll Provider's system. If necessary,

Payroll Provider may request ExED to file the tax returns it cannot do so.

- (vi) Client will be responsible for all fees and charges assessed by Payroll Provider.
- (vii) Client will submit all necessary payroll and time and attendance data within the Payroll Provider's software.
- (viii) Client will be responsible for maintaining employee information, not related to payroll processing, within the Payroll Provider's software.
- (ix) Client will be responsible for working with Payroll Provider to setup and track any payroll accruals (e.g., vacation, sick, etc.). ExED should be informed of these requests and will assist where possible with this setup.
- (x) Client will approve all final check calculations. ExED will follow the California Labor Code when calculating an employee's final check unless directed by the Client to follow the calculation method commonly used by school districts.
- (xi) Client is responsible for complying with the retirement enrollment and reporting rules for the retirement program(s) in which the Client participates (e.g., CalSTRS, CalPERS) and is responsible for communicating to ExED the following information (it being acknowledged and understood that Client's failure to timely provide the following information completely and accurately to ExED may impact ExED's ability to timely and accurately perform retirement program reporting, classification and other retirement program-related Services hereunder):
  - (1) A determination of which retirement system a job should be reported to, based on job description and applicable education code(s)
  - (2) Staff job classification and applicable retirement system, per the rules of the respective retirement program(s) as applied to Charter Schools
  - (3) Staff eligibility of enrollment into an applicable retirement system, per the rules of the respective retirement program(s) as applied to Charter Schools
  - (4) Details of time worked, pay rates and wages earned, as necessary for retirement reporting per the rules of the respective retirement program(s)
- (xii) Client is responsible for providing ExED with accurate health and welfare deductions for each Client employee.

- f. Attendance Records and Reports. Client must take all necessary and proper steps to provide regular, accurate and timely responses to daily attendance tracking reports.
  - (i) Client is responsible for taking daily attendance records compliant with the California Education Code. Client must maintain phone logs, tardy logs and other pertinent information related to appropriate attendance tracking.
- g. Grant and Funding Requirements. Client covenants to comply with all material grant and funding requirements, as the same may impact the rendering of ExED's Services hereunder, including record keeping, reporting, management and financial controls and policies and procedures.
  - (i) Client to prepare Semiannual Certifications and/or Personnel Activity Reports to account for wages paid for with federal funds.
- h. Chartering Authority Requirements. Client covenants to comply with all material requirements, as the same may impact the rendering of ExED's Services hereunder, including policies and procedures of the Chartering Authority to the extent applicable to the Client.
- i. Client Policies and Procedures. Client covenants to develop, apply and follow not less than customary and reasonable policies and procedures applicable to human resources, payroll administration, internal financial controls, accounts payable and other disbursements and, if applicable, competitive bid procedures for vendors.
- j. Insurance. Client will obtain and maintain customary and reasonable general liability coverage for its facilities and operations. ExED shall be entitled to request and receive evidence of such coverage.
- k. Notice and Information. Client covenants that it will provide ExED with prompt, complete and accurate notice of and information concerning any material errors in Client data and Client's books and records, as well as with respect to investigations or inquiries into the Client, its activities, operations and reports by the Chartering Authority or any other governmental authority, to the extent permitted by law. Client will promptly provide ExED with copies of every report or notice provided to the Chartering Authority or any other governmental agency, including any schedules or exhibits thereto, to the extent such report or notice relates to the Services outlined in this Agreement.
- l. Designation of ExED. Client hereby designates employees and subcontractors of ExED whose duties require access to Confidential Information, including personnel and student information, as having a legitimate educational interest under FERPA.
- m. Protection of Proprietary Property of ExED. Client shall maintain the confidentiality of all Proprietary Property of ExED and shall not divulge such information to any third parties both during the Term of this Agreement and after its termination except (i) as may be necessary for the discharge of its obligations under this Agreement, and (ii) as required by law. Client shall take

reasonable precautions against disclosure of any Proprietary Property of ExED to any unauthorized person by any of its officers, directors, employees or agents. Client shall not directly or indirectly, without the express prior written permission of ExED, use the Proprietary Property of ExED for any purpose except to the limited extent necessary for the conduct of its operations in accordance with this Agreement. Upon termination of this Agreement for any reason, Client shall cease all use of Proprietary Property of ExED and discard and destroy any tangible portion of the Proprietary Property in its possession or control.

- n. Integrity and Financial Responsibility. Client will act in good faith and alert the management of ExED to any fraudulent activity which is reasonably related to the Services as soon as the Client becomes aware, to the extent permitted by law. Client acknowledges that ExED's ability to provide Services is premised upon the Client acting in a financially prudent manner, including but not limited to timely approval of balanced budgets and maintaining a positive variance to budget throughout the year to the extent feasible.

## 6. REPRESENTATIONS AND WARRANTIES OF CLIENT

- a. Organization of Client. Client is a California nonprofit public benefit corporation, duly organized, validly existing, and in good standing under the laws of the State of California and eligible for determination as a tax-exempt organization which has all requisite power and authority to own, lease and operate its properties and to carry on its educational operations as they are now being conducted.
- b. Corporate Power and Authorization. Client has full corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder. The execution, delivery and performance of this Agreement by Client have been duly authorized by all necessary corporate action. This Agreement has been duly executed and delivered by Client and constitutes the valid and legally binding obligation of Client enforceable in accordance with its terms and conditions. Client need not give any notice to, make any filing with, or obtain any authorization, consent, or approval of any government or governmental agency to consummate the transactions contemplated by this Agreement.
- c. No Breach. Neither the execution and delivery of this Agreement, nor the consummation of the transactions contemplated hereby, will (i) violate any, statute, regulation, rule, injunction, judgment, order, decree, ruling, charge, or other restriction of any government, governmental agency, or court to which Client is subject or any provision of its Articles of Incorporation, Bylaws or Charter, nor (ii) conflict with, result in a breach of, constitute a default under, result in the acceleration of, create in any party the right to accelerate, terminate, modify, or cancel, or require any notice under any agreement, contract, lease, license, instrument or other arrangement to which Client is a party or by which it is bound or to which any of its assets is subject.



- d. **No Litigation.** Other than as disclosed to ExED, there are no pending or threatened legal actions, arbitrations or other proceedings against Client, nor are there any pending or threatened proceedings as to unpaid or disputed tax liabilities of Client which may adversely impact its operations or ability to perform its obligations under this Agreement.

7. **REPRESENTATIONS AND WARRANTIES OF ExED**

- a. **Corporate Power and Authorization.** ExED has full corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder. The execution, delivery and performance of this Agreement by ExED have been duly authorized by all necessary corporate action. This Agreement has been duly executed and delivered by ExED and constitutes the valid and legally binding obligation of ExED enforceable in accordance with its terms and conditions. ExED need not give any notice to, make any filing with, or obtain any authorization, consent, or approval of any government or governmental agency to consummate the transactions contemplated by this Agreement.
- b. **No Breach.** Neither the execution and delivery of this Agreement, nor the consummation of the transactions contemplated hereby, will (i) violate any, statute, regulation, rule, injunction, judgment, order, decree, ruling, charge, or other restriction of any government, governmental agency, or court to which ExED is subject or any provision of its Articles of Incorporation or Bylaws or (ii) conflict with, result in a breach of, constitute a default under, result in the acceleration of, create in any party the right to accelerate, terminate, modify, or cancel, or require any notice under any agreement, contract, lease, license, instrument or other arrangement to which ExED is a party or by which it is bound or to which any of its assets is subject.
- c. **Insurance.** ExED will obtain and maintain customary and reasonable comprehensive commercial general liability, professional liability, crime, and cyber liability insurance appropriate to the Services being rendered under this Agreement.
- d. **No Duty to Monitor Compliance with Obligations.** In the course of its work, and consistent with Client's obligations hereunder, ExED may become aware of instances of non-compliance by Client with its own policies, procedures or other obligations described in Section 5 of this Agreement. ExED may bring such failures to the attention of the Client Administrator or chief executive officer or the presiding officer of the Board, but shall have no obligation to do so, unless the failure directly and materially affects ExED's ability to carry out its obligations under this Agreement or is the basis for termination of the Agreement for cause.
- e. **Confidentiality.** ExED shall use commercially reasonable efforts to keep all Confidential Information made available to it under this Agreement confidential to the extent required by law; provided that nothing herein shall be

construed as restricting ExED in performing the Services, which require routine disclosure of such information to Auditors, Chartering Authorities, regulatory agencies, insurance carriers, service providers and suppliers, and the Client. Confidential Information shall be handled by ExED, its employees and subcontractors as follows:

- (i) Except as set forth in (vi) below, ExED shall not use the Confidential Information disclosed by the Client pursuant to this Agreement for any purpose other than carrying out its obligations under this Agreement.
- (ii) ExED and any ExED subcontractors granted access to Client Confidential Information, will take reasonable steps to maintain the confidentiality of Client's Confidential Information and will notify Client if the confidentiality has been compromised.
- (iii) ExED and any ExED subcontractors will take reasonable steps to ensure the security of the devices used by their staff to access Client Information and will use their best effort to notify Client if the security of a device has been compromised.
- (iv) ExED shall maintain reasonable security measures to safeguard the Confidential Information.
- (v) ExED may, but shall not be required to, destroy the Confidential Information in its possession when no longer needed to carry out the purposes of this Agreement. To the extent such Confidential Information resides only on equipment or in files owned or controlled by ExED, upon termination of this Agreement, ExED shall provide copies to Client at Client's expense. ExED shall require its employees and subcontractors to agree to comply with these Standard Conditions for the handling of Confidential Information.
- (vi) Notwithstanding the foregoing, ExED shall have the right to use Client Confidential Information in a non-identifiable way, as part of its overall database of information about public charter schools. For example, Client salaries may be included in overall information ExED compiles, and provides to Client, about the range of salaries offered by similar schools.

- f. Limited Services Warranty. ExED represents and warrants that it has the requisite personnel, equipment, expertise, experience and skill to perform its obligations hereunder and provide the Services to Client in a timely and professional manner.

## 8. INDEMNITIES, DISCLAIMERS AND LIMITATION OF LIABILITY.

- a. Subject to the terms of Section 8(d) below, Client and ExED agree to indemnify each other and hold each other, and each other's officers, directors, employees, agents harmless, from and against any and all direct claims, costs, losses, liabilities and expenses for personal injury and property damage, including reasonable attorneys' fees, attributable to their actions and omissions



in violation of the terms of this Agreement, but excluding claims that would not be made but for the gross negligence or willful misconduct of the party seeking indemnification.

b. Disclaimer of all Other Warranties.

THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY MADE IN SECTION 7 OF THIS AGREEMENT. ExED DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE SERVICES, OR ANY THIRD-PARTY SOFTWARE OR HARDWARE USED IN CONNECTION THEREWITH, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

- c. Limited Remedy. Client's exclusive remedy for a default in the provision of Services hereunder is to (i) provide written notice detailing the default to ExED and, following review and a determination of fault by ExED, to have ExED perform or reperform the applicable Service at ExED's expense, and/or (ii) to terminate this Agreement in accordance with Section 9(b) below.

d. Limitation of Liability.

EVEN IF ExED CANNOT OR DOES NOT PERFORM OR RE-PERFORM ANY DEFECTIVE SERVICES, AND CLIENT'S EXCLUSIVE REMEDY FAILS OF ITS ESSENTIAL PURPOSE, ExED'S (INCLUDING ITS DIRECTORS, OFFICERS, AND EMPLOYEES') TOTAL AND AGGREGATE LIABILITY, WHETHER ARISING IN TORT, CONTRACT, MISREPRESENTATION, BREACH OF WARRANTY OR FOR ANY OTHER CAUSE OF ACTION AT LAW OR IN EQUITY SHALL NOT EXCEED ExED'S TOTAL AGGREGATE FEES ACTUALLY PAID FOR SERVICES RENDERED PURSUANT TO THIS AGREEMENT DURING THE PRIOR 12 MONTH PERIOD ENDING ON THE DATE THE CLAIM GIVING RISE TO SUCH LIABILITY IS MADE HEREUNDER. IN NO EVENT SHALL ExED BE LIABLE TO THE CLIENT OR ANYONE CLAIMING BY OR THROUGH THE CLIENT FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES SUFFERED BY THE CLIENT OR ANY AFFILIATE OF THE CLIENT, WHETHER OR NOT SUCH DAMAGES WERE OR COULD HAVE BEEN FORESEEABLE TO ExED. NO DIRECTOR, OFFICER OR EMPLOYEE OF ExED SHALL BE LIABLE TO CLIENT OR ANYONE CLAIMING BY OR THROUGH THE CLIENT ON ACCOUNT OF ANY ACT OR OMISSION OF ExED, REGARDLESS OF THE NATURE OF SUCH ACT OR OMISSION OF ExED, OR THE THEORY OF LIABILITY ASSERTED AGAINST ExED OR SUCH DIRECTOR, OFFICER OR EMPLOYEE OF ExED, EITHER INDEPENDENTLY OR IN A VICARIOUS CAPACITY.

- e. Allocation of Risk. Client acknowledges that the pricing of the Services and the other terms of this Agreement have been set based on the foregoing sections of this Agreement providing for an agreed allocation of the risk for any default in Services, as between the parties. Client further acknowledges that the pricing and terms would have been different if there had been a different allocation of such risk.
- f. THE LIMITATIONS SET FORTH IN THIS SECTION SHALL APPLY EVEN IF ANY REMEDIES FAIL IN THEIR ESSENTIAL PURPOSE.
- g. Survival. The terms of this Section 8 shall survive the expiration or earlier termination of the Agreement.

9. TERM, EXPIRATION AND EARLY TERMINATION.

- a. The Term. This Agreement shall continue in full force and effect during the Term. The Term of this Agreement shall renew and extend automatically for one year, on June 30th of the year following the Effective Date Year, and on each year anniversary thereafter, unless Client duly delivers a Notice of Non-Renewal to ExED. Notice of Non-Renewals delivered after 60 days from delivery by ExED of a Notice of Terms Supplement shall be deemed to be a termination for convenience on the part of Client under Section 9(d) below.
- b. Termination for Uncured Breach. If either party to this Agreement materially defaults in the performance of any of the terms of this Agreement, the non-defaulting party may terminate this Agreement by providing written notice of termination to the defaulting party of the nature of the default or material breach of this Agreement and the termination shall be effective thirty days from receipt of notice unless the defaulting party cures such default within said thirty-day period.
- c. Insolvency. In the event that either party is unable to pay its debts when they become due, declares bankruptcy or insolvency, or makes an assignment for the benefit of its creditors, the other party may terminate this Agreement upon written notice.
- d. Termination for Convenience. Either party may terminate this Agreement upon 30 days written notice to the other party, without cause. During the notice period, the parties shall cooperate to wind up and complete the pending Service work for the current month and payment for Services hereunder shall be made through the end of the month in which termination occurs. After a termination of this Agreement for convenience, the Client may request ExED to provide services pertaining to the Term of the Agreement or Retroactive Services. If ExED agrees to provide services, the services and fees will be described in a separate agreement.
- e. Immediate Termination for Cause. ExED may immediately terminate this Agreement in the event it determines that (i) it cannot provide the Services in a timely or professional manner, due to the actions or inaction of the Client with respect to financial controls, management or operations, or (ii) Client has

engaged or been accused of engaging in material misconduct inconsistent with ExED's mission or nonprofit purpose; in such event, ExED will cooperate with Client to transition its duties to Client personnel or another vendor and ExED shall be entitled to payment of its fees and reimbursable expenses for each month ExED is involved with such transition of duties.

- f. Non-Renewal. If Client timely delivers a Notice of Non-Renewal to ExED ending the Term of this Agreement, ExED shall be entitled to a close out fee equal to two month's fees for completion of any financial reporting Services pertaining to the last Fiscal Year covered by this Agreement. After this time, Client may request ExED to provide services pertaining to the Term of the Agreement or Retroactive Services. If ExED agrees to provide services, the services and fees will be described in a separate agreement.
- g. Other Rights. Subject to the terms of Section 8(c), (i) the rights of the parties to terminate this Agreement are not exclusive of any other rights and remedies available at law or in equity, and such rights are cumulative, and (ii) the exercise of any right or remedy under this Section 9 does not preclude the exercise of any other right or remedy.
- h. Proration of Service Fees Upon Termination. If this Agreement is terminated early, as provided for above in Section 9(b)-9(e), in addition to any fees and other amounts due and owing to ExED as may be set forth in each such Section, ExED's Service fees and expense reimbursements shall prorated to the date of such termination, and ExED shall have the right to payment for all Services rendered and reimbursable expenses incurred up to the date of termination of this Agreement.

## 10. DISPUTE RESOLUTION.

Any dispute, controversy or claim, whether based on contract, tort, strict liability, fraud, misrepresentation, or any other legal theory, arising out of either party's performance of this Agreement ("Dispute") shall be resolved solely in accordance with the terms of this Section 10.

- a. Resolution Sequence. The claiming party with respect to the Dispute shall provide written notice of the Dispute to the non-claiming party, with reasonable detail regarding the claiming party's position and supporting facts. The parties shall have their chief executive officers meet and confer in good faith, in person if reasonably possible, within thirty (30) days of receipt such written notice regarding the Dispute, in an effort to resolve the Dispute in a mutually acceptable manner. If the Dispute cannot be settled by good faith negotiation between the chief executive officers of the parties, ExED and Client will submit the Dispute to the judicial reference process pursuant to California Code of Civil Procedure Section 688, et seq. Any Dispute brought before a forum in which pre-dispute waivers of the right to trial by jury are invalid under applicable law shall be subject to the terms of this Section 10, in lieu of the jury trial waivers otherwise provided for in this Agreement.

- b. Referee Qualifications. The referee shall be a retired California state court judge, or an attorney licensed to practice law in the State of California with at least ten (10) years' experience practicing commercial law. The parties shall not seek to appoint a referee that may be disqualified pursuant to California Code of Civil Procedure Section 641 or 641.2 without the prior written consent of all parties.
- c. Referee Selection. If the parties are unable to agree upon a referee within ten (10) calendar days after the thirty (30) day negotiation period referenced above has ended, then the referee will be selected by the court in accordance with California Code of Civil Procedure Section 640(b).
- d. Reference Procedure. The referee shall render a written statement of decision and shall conduct the proceedings in accordance with the California Code of Civil Procedure, the Rules of Court, and California Evidence Code, except as otherwise specifically agreed by the parties and approved by the referee. The referee's statement of decision shall set forth findings of fact and conclusions of law. The decision of the referee shall be entered as a judgment in the court in accordance with the provisions of California Code of Civil Procedure Sections 644 and 645. The decision of the referee shall be appealable to the same extent and in the same manner that such decision would be appealable if rendered by a judge of the superior court.
- e. Expenses. During the pendency of any Dispute which is submitted to judicial reference in accordance with this Agreement, each of the parties to such Dispute shall bear their own legal expenses, and equal shares of the fees charged, and costs incurred by the referee in performing the services described in this Section 10. The compensation of the referee shall not exceed the prevailing rate for like services. Following adjudication of a Dispute, the prevailing party shall be entitled to reasonable court costs and legal fees, including customary attorney fees, expert witness fees, paralegal fees, the fees of the referee and other reasonable costs and disbursements charged to the party by its counsel, in such amount as is determined by the referee.
- f. Equitable Relief and Indemnification. Each of the parties acknowledges and agrees that due to the unique nature of the Confidential Information and the Proprietary Information of ExED there can be no adequate remedy of law for any breach of its obligations to maintain the confidentiality and security of such information, and that any breach may allow the breaching party or third parties to unfairly compete with the non-breaching party resulting in irreparable harm to the non-breaching party that cannot be adequately compensated for through damages. Therefore, notwithstanding the foregoing provisions of this Section 10, upon any such breach or any threat thereof, the non-breaching party may, at its option, seek temporary, preliminary, and permanent injunctive relief, and other provisional or ancillary remedies, and, subject to the terms of Section 8(d) hereof, to be indemnified by the breaching party from any loss or harm, including without limitation, actual attorney fees, in connection with any breach or enforcement of the breaching party's obligations to keep the non-breaching party's Proprietary Information and

Confidential Information confidential and secure, or the unauthorized use or release of any such Proprietary Information and Confidential Information. Each party will notify the other party in writing immediately upon the occurrence of any unauthorized release or other breach of which it is aware. The obligations of the parties under this paragraph shall survive the expiration or termination for any reason of this Agreement.

- g. Bankruptcy Proceedings. In addition, the foregoing provisions of this Section 10 shall not be deemed to apply to or limit the right of the claiming party to pursue rights against the non-claiming party in a bankruptcy or insolvency proceeding.
- h. Exercise of Rights & Remedies Not A Waiver. The exercise of the rights and remedies set forth in Section 10(f)-(g) which are not subject to the judicial reference process described in this Section 10 shall constitute a waiver of the right of any party, including, but not limited to, the claiming party in any such action, to require submission to judicial reference the merits of the Dispute occasioning resort to such remedies.
- i. THIS SECTION 10 CONSTITUTES A “REFERENCE AGREEMENT” BETWEEN OR AMONG THE PARTIES WITHIN THE MEANING OF AND FOR PURPOSES OF CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 638.
- j. Limitation on Actions. Any Dispute either party may have against the other with respect to this Agreement must be brought within two years after the cause of action arises. This Section 10 shall survive the expiration or termination for any reason of this Agreement.

#### 11. GENERAL.

- a. Entire Agreement. This Agreement sets forth the entire agreement between the parties hereto, fully supersedes any and all prior agreements or understandings pertaining to the subject matter hereof and no change in, modification of or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by each and all of the parties hereto subsequent to the execution of this Agreement.
- b. Waiver in Writing. During the term of this Agreement, neither party shall be deemed to have waived any right, power or privilege under this Agreement or any provision thereof unless such waiver shall have been duly executed in writing and acknowledged by the party to be charged with such waiver.
- c. No Implied Waiver. The failure of any party to act or exercise its rights hereunder upon the breach of any of the terms or conditions hereof shall not be construed as a waiver of such breach, nor shall it prevent such party from hereafter enforcing strict compliance with any and all of the terms and conditions herein set forth.
- d. Communications. Any notice or other communication required by, or permitted to be made by or given to, either party pursuant to this Agreement shall be sent to such party by electronic mail, registered, certified or express

mail, postage prepaid or prepaid courier service, addressed to such party at the address listed on its website or to such other addresses as such party shall designate by written notice given to the other party, and shall be deemed to have been made, given or provided on the date of receipt.

- e. Assignment; Successors. This Agreement is personal, being entered into in reliance upon and in consideration of the skill, qualifications and representations of, and trust and confidence reposed in, ExED and its employees and its selected subcontractors. Accordingly, neither this Agreement nor any of its rights or privileges shall be sold, assigned, transferred, shared, or encumbered, by operation of law or otherwise, without the prior written consent of the affected (non-assigning) party, except that ExED may assign this Agreement to an affiliate which ExED controls. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- f. Force Majeure. Neither party shall be liable for any delay or failure in its performance of any of the acts required by this Agreement, except for the payment of money as and when due, when such delay or failure arises from circumstances beyond the control and without the fault or negligence of such party. Such causes may include, without limitation, acts of God, acts of public enemies, acts of civil or military authority, labor disputes, material or component shortages, embargoes, rationing, quarantines, blockades, sabotage, utility or communication failures or delays, earthquakes, fire, flood, epidemics, riots or strikes. The time for performance of any act delayed by any such event may be postponed for a period equal to the period of such delay. In order to avail itself of rights under this Section 11(f), a party claiming force majeure excusal must provide written notice to the other party of the circumstances constituting force majeure within 15 days of their occurrence. The provisions of this Section 11(f) shall not excuse the payment of money by the parties when and as due, regardless of force majeure.
- g. Publicity. Client may act as a reference for ExED with respect to the Services upon ExED's reasonable request. ExED may issue press releases or identify Client in marketing materials provided that all references to Client are fair, accurate and not misleading and approved by Client in writing, in advance, in each instance.
- h. Headings. The headings of the several articles and sections are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.
- i. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to principles of conflicts of law.
- j. Counterparts. This Agreement (and its schedules) may be executed in several counterparts, including electronic counterparts (such as facsimile or .pdf), each of which shall be deemed to be an original, and all of which together shall



constitute one agreement binding on all parties hereto, notwithstanding that all of the parties shall not have signed the same counterpart.

- k. Waiver of Jury Trial; Venue. TO THE EXTENT PERMITTED BY LAW, THE PARTIES WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY EITHER OF THE PARTIES HERETO AGAINST THE OTHER ON ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT OR THE SERVICES RENDERED HEREUNDER, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY. TO THE FULLEST EXTENT PERMITTED BY LAW, THE VENUE FOR ANY ACTIONS OR PROCEEDINGS ARISING IN CONNECTION WITH THIS SHALL BE LAID IN LOCAL OR FEDERAL COURTS LOCATED IN LOS, ANGELES, CALIFORNIA. THE PARTIES HEREBY WAIVE ANY DEFENSE OF INCONVENIENT FORUM.

IN WITNESS WHEREOF, the parties hereto execute this Agreement in counterparts as of the Effective Date through duly authorized representatives.

CLIENT:

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Name: Dr. Kelly Simon

Title: Director

ExED:

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Name: Tait Anderson

Title: CFO/COO



## SCHEDULE A:

### SUMMARY OF BASIC SERVICES TO BE PERFORMED BY EXED

#### **School Finance & Accounting Services**

- 1) Budgeting, Financial Reporting, and Forecasting
  - A) Budget Development
    - 1) Work with Client Administrator to develop an annual budget for each School for the subsequent Fiscal Year, beginning in March of each year, for approval by Client's governing board no later than June 30<sup>th</sup>.
  - B) Budget Revisions
    - 1) Upon the approval of the State Budget, ExED will work with Client Administrator to perform any needed revisions to the Budget to reflect the legislation adopted.
  - C) Standard Financial Reports
    - 1) Prepare and email and/or make electronically available Standard Financial Reports, or subset of Standard Financial Reports approved by Client Administrator, by the 10<sup>th</sup> of the month following month-end reconciliation. For example, financial reports for September will be available by November 10<sup>th</sup>.
    - 2) In this Agreement, "Standard Financial Reports" shall mean:
      - (a) Financial Dashboard (excluded from July Financial Package)
      - (b) Cash Flow Forecast (excluded from July Financial Package)
      - (c) Financial Analysis (excluded from July Financial Package)
      - (d) Income Statement
      - (e) Balance Sheet
      - (f) Check Register
      - (g) Credit Card Register, if appropriate
  - D) Financial Dashboard
    - 1) Prepare a dashboard which displays key indicators of financial health – income statement summary with variances and forecast, cash flow charts with actuals and forecast for the year, ADA chart with actuals and forecast, and balance sheet summary.
  - E) Cash Flow Forecast
    - 1) ExED will prepare a Cash Flow Forecast report for each School throughout the year as part of the Standard Financial Reports.
  - F) Financial Analysis
    - 1) ExED will perform on-going analysis of actual versus budget revenue and expenses and monitor cash flow.
  - G) Client & Board Meetings
    - 1) At a minimum once every quarter, ExED shall prepare and review Client's financials with Client Administrator.
    - 2) Prepare and present Client's financial health to the Board as appropriate, but no less than once every quarter, and including special Board meetings.
    - 3) Prepare and present Client's financial reports to Finance Committees as appropriate.
    - 4) Provide analytical support and training to assist management and governing board

in interpreting financial statements and generally managing financial challenges facing the organization.

H) Chartering Authority Financial Reporting

- 1) Complete and submit all financial reporting required to Chartering Authority including First Interim, Second Interim, Unaudited Actuals, and Preliminary Budget as required by any mandated due dates.

2) Accounting and Bookkeeping Services

A) General Ledger Maintenance

- 1) Establish and maintain Client's general ledger per the account codes mandated by the California Department of Education. ExED will monitor and edit revenue and expenditure account code structure, add program and location codes when needed, and perform all other regular maintenance.

B) Bookkeeping

- 1) Record all transactions into accounting system with appropriate coding to enable the required reporting.
- 2) Perform lease accounting that complies with the new lease accounting standards (ASC 842).
- 3) Establish Client-specific tracking codes to support Client's reporting and budget management needs.
- 4) Complete the fiscal year-end closing.

C) Balance Sheet Reconciliation

- 1) Perform monthly reconciliation of all bank statements. Quarterly perform reconciliation of remaining balance sheet accounts: Prepaid/Deposits, Accounts Receivable, Accounts Payable, Payroll Liability, Debt/Loans, and any Other Asset or Liability Item.
- 2) Record monthly depreciation entries and update asset values for capitalized items.

D) Accounts Payable

- 1) Process vendor invoices for payments, in accordance with Client fiscal policies.
- 2) Complete 1099s for independent contractors.
- 3) Process credit card transactions and employee reimbursements based on information provided by Client.

E) Accounts Receivable

- 1) Monitor receipt of revenue to ensure the Client receives all entitlements. Perform collection activities to receive past due funding from government agencies, not including initiation of legal proceedings.

F) Training and Support

- 1) Train school personnel on accounting processes, myExED applications, and internal control procedures.
- 2) Provide accounting consultation on coding, procurement, compliance, and process changes to improve accuracy in accounting.

3) Audit Preparation, Tax Preparation, and Authorizer Oversight

A) Audit Preparation

- 1) Collect, or arrange for Client to provide, all information required by Auditors for testing and audit report drafting.
- 2) Prepare required schedules (e.g., accrual worksheet, fixed asset ledger, balance

- sheet account detail, etc.).
- 3) Serve as the point of contact for all communication with the Auditors regarding financial data maintained by ExED.
- 4) Work and meet with Client's Audit Committee as needed.
- 5) Prepare the adjusting journal entries as required by the auditors during the audit.
- B) Tax Preparation
  - 1) Prepare and collect the required information for the Auditor to complete the 990 tax return.
- C) Charter Authorizer Oversight
  - 1) Prepare fiscal materials requested for oversight reviews from charter authorizers and governmental agencies and participate in oversight reviews.
- 4) Cash Management
  - A) Cash Position Reports
    - 1) Prepare and distribute weekly cash position report to the Client summarizing current bank balance, checks issued and accounts payable balance.
  - B) Loans & Lines of Credit
    - 1) Analyze working capital needs and assist client in preparing or renewing loan or line of credit applications if needed. In the case of state cash deferrals, prepare application for deferral exemptions if eligible.
  - C) Invoice Payment
    - 1) Manage the timing of invoice payment.
- 5) Compliance and Fiscal Reporting
  - A) Categorical Funding Applications
    - 1) Prepare funding applications for funding sources identified in Client's Budget. This includes the following (if applicable): Mandated Block Grant, Consolidated Application (ConApp), Title III Consortium Application English Learner, the Annual Funding Survey, the PENSEC Report for new/expanding schools, SB 740 Facility Grant Program, and the Facilities Incentive Grant, if the Client is eligible and requests that ExED complete the application.
    - 2) Assist with budget/financial sections of Public Charter Schools Grant Program (PCSGP) and other grant applications, if applicable.
  - B) Compliance and Fiscal Reporting
    - 1) Prepare the preliminary Budget report and submit to Chartering Authority in the required format.
    - 2) LCAP Reporting
      - (a) Provide Local Control Funding Formula (LCFF) funding numbers (LCFF Base Revenue, LCFF Supplemental and Concentration, and Minimum Proportionality Percentage) required for Local Control and Accountability Plan (LCAP).
      - (b) Assist with budget estimates related to the actions and services included in LCAP. ExED expects the development of the LCAP to be an iterative, ongoing process that is developed over multiple months. For each iteration, ExED requires 10 business days to provide budget estimates. If ExED is not provided sufficient time to develop budget estimates or if Client

develops LCAP in a short time frame, ExED may not be able to provide budget estimates and Client will need to develop these estimates.

- (c) Assist with completing the financial portions of the mid-year and annual LCAP updates.
  - 3) Prepare and disseminate fiscal reports to lenders and creditors as appropriate.
  - 4) Prepare and submit Title I, II, III, IV and V reporting as appropriate.
  - 5) If appropriate, complete After School Educational & Safety program reporting.
  - 6) Prepare per pupil expenditure section of the School Accountability Report Card (SARC).
  - 7) Prepare school expenditure section of the Civil Rights Data Collection.
  - 8) Prepare the Every Student Succeeds Act Per Pupil Expenditure Report.
  - 9) Prepare and submit federal and state expenditure reporting as appropriate, including expenditure reporting for one-time funding sources (ESSER, GEER, In Person Instruction, Expanded Learning Opportunity Grant, Arts Music and Instructional Materials Discretionary Block Grant, Learning Recovery Emergency Block Grant, Educator Effectiveness, and the Universal Pre-K Planning Grant)
  - 10) Submit Federal Cash Management reports and prepare calculations for interest earned on federal funds.
  - 11) Provide assistance, as appropriate, to prepare for Federal Program Monitoring visits.
- 6) Charter Authorizer Support
    - A) Support the Client with all financial and business communications with Charter Authorizer. ExED will:
      - 1) Prepare regular financial reporting (budget and interim reporting)
      - 2) Provide financial documents and reports as requested
      - 3) Work with Client Administrator to meet with authorizer staff to discuss fiscal health and outlook of the school
    - B) Assist in the charter renewal process by preparing the required forecasts and cash flow projections.
  - 7) Strategic Planning
    - A) Partner with Client Administrator(s) and the Client's board of directors to assess long-term planning needs to best prepare the school for long-term success.

## **Payroll Processing and Retirement Reporting**

- 8) Payroll Processing and Retirement Reporting
  - A) Payroll Processing
    - 1) Review the information Client maintains within the Payroll Provider software, in a manner consistent with the information given to ExED including, (i) employee information related to payroll processing and (ii) non-tax payment information, such as voluntary deductions and garnishments.
    - 2) Calculate and submit to federal and state authorities federal and state payroll tax payments and reports and state unemployment taxes and quarterly returns if Payroll Provider requests/requires assistance for reports it does not file.

- 3) Provide the Client a payroll schedule for the calendar year which includes accrual period and deadlines for ExED to receive from the Client the following information: new hire documentation, personnel change forms and payroll time data for each respective pay period. The Client is responsible to submit all information by the deadlines established per Client's payroll schedule.
  - 4) If Client is closed for school break and cannot receive payroll package, Client can approve payroll package to be mailed to ExED. ExED will deliver the payroll package to Client at the next scheduled school meeting or via an agreed upon delivery mechanism. At Client's direction and Client's expense, ExED can mail out each individual employee's paystub.
  - 5) Create or review employee earning, deduction, and benefit codes.
  - 6) Process supplemental payroll runs as needed, including supplemental checks for terminations, stipends, and bonuses.
  - 7) Process garnishments.
  - 8) Oversee W-2 and W-3 process.
  - 9) Set up the coding to track payroll expenses related to restricted grants, LCAP, multiple school sites, etc.
  - 10) Create the payroll journal entry to record detailed payroll expenses in the general ledger ensuring coding is correct.
  - 11) Assist with general payroll-related questions.
- B) Retirement Reporting
- 1) STRS/PERS
    - (a) Submit monthly the required information to the local county office of education or the designated 3rd party administrator and comply with all retirement program requirements. This shall also include coordinating the remittance of STRS/PERS contributions with the accounting department at the county office of education.
    - (b) Calculate and report all retirement benefits for STRS and PERS in alignment with the information provided by Client based on employee and payroll data provided by the Client unless Client does not provide the required data. If Client does not provide the required employee and payroll data, ExED will use its knowledge of the respective retirement program to report the necessary information but cannot guarantee it will comply with all retirement program requirements.
    - (c) ExED will coordinate remittance of STRS/PERS contributions with the county office of education accounting department via check, ACH or debit from Client's apportionment account.
  - 2) Other retirement plans (e.g., 403B, 401K, 457, etc.) – ExED will process appropriate deductions for employees upon receipt of appropriate paperwork from the Client. ExED will submit payment to the applicable retirement company based on Client payroll schedule.

## **Data Management Services**

- 9) Attendance Reporting
  - A) Prepare PENSEC 20-Day, P-1, P-2, and Annual attendance reports from Client-provided records and submit to the Chartering Authority as required.

- B) Prepare and submit monthly attendance reports, if required to be submitted by Chartering Authority.
- C) Submit monthly attendance revisions.

#### 10) Nutrition Claims Reporting

- A) Prepare monthly claim information for federal and state meal programs, as appropriate, and transfer information into Child Nutrition Information and Payment System (CNIPS) based on Client-provided records. Client reviews ExED has prepared, notifies ExED of any discrepancies, and submits final monthly claim information in CNIPS.
- B) Prepare and submit year-end Cost and Revenue reporting.
- C) Provide assistance in preparing for the financial components of the School Nutrition Program administrative review.

### **ExED Systems and Other Items**

#### 11) Support Systems, Tools, and Services

- A) myExED Portal
  - 1) Provide secure access to the myExED Portal ([myexed.org](http://myexed.org)) for relevant Client staff to access ExED applications and exchange necessary information.
  - 2) From within the myExED Portal, or direct login, ExED will provide select Client staff access to various applications, including but not limited to the following:
    - (a) Box - FileShare
    - (b) Power BI - Financials
    - (c) ScreenSteps - Knowledge Base
    - (d) SpendBridge - Marketplace
    - (e) ExED Business Guide

#### 12) EXCLUSIONS & ADDITIONS.

- A) The following services, responsibilities and activities are hereby expressly excluded from the Services, together with any services, responsibilities and activities by ExED on behalf of the Client not specifically set forth on this Schedule A:
  - 1) Managing or designing Human Resources processes to ensure Client compliance as the employer of record.
  - 2) Managing or confirming accuracy of vacation and sick accrual balances.
  - 3) Identifying or applying for private grants. Should a client receive a private grant, client is responsible for tracking and informing ExED of financial reporting requirements.
  - 4) Developing Local Control and Accountability Plan (LCAP) goals and actions or identifying actions that contribute to increasing or improving services for unduplicated pupils.
  - 5) Drafting the narrative sections of the Budget Overview of Parents.
  - 6) Ensuring compliance for programs paid for with restricted funds, including determining allowable expenses and completing time and effort reporting.
  - 7) Preparing and filing property tax exemption forms.

- 8) System for Award Management (SAM) registration or renewal registration.
  - 9) Maintaining corporation/non-profit status including Statement of Information filings.
  - 10) Obtaining or renewing liability and worker's compensation insurance.
  - 11) Ensuring Brown Act compliance or providing Brown Act training.
- B) The following services, responsibilities and activities are available as part of the Services, as requested by the Client in writing, for the additional charges and fees described below:
- 1) For new charter school petitions, ExED will prepare the budget to be submitted with the petition for an additional fee of \$3,650.
  - 2) Rush Checks: Rush checks are strongly discouraged. The Client will be allowed one rush check a month. After that, the Client will be charged a fee of \$38.00 per rushed check requested by the Client or as a result of the Client's acts or omissions (e.g., invoices held up at the Client site). The Client will also be charged the cost of delivery, if applicable. Rush Checks are defined as checks requested to be sent out immediately, outside the normal weekly processing schedule.
  - 3) Payroll
    - (a) Late Payroll Submission: If a client consistently does not submit payroll information by the deadline or submits incomplete information and ExED has to submit additional information after the payroll deadline, the Client will be charged a late fee of \$140.00 per payroll period and/or a fee of \$55.00 per supplement check.
    - (b) Prior Period Adjustment: Client may request ExED to make a prior pay period adjustment to payroll and/or retirement reports for an employee. If ExED agrees to make the requested adjustment, it will charge a fee of \$330.00. Client will be responsible for any additional fees charged by the payroll provider, retirement program, or other 3rd party entities that result from the adjustment.
  - 4) ExED has established an hourly rate ("Supplemental Fee Schedule") it will charge for Additional Services Client requests that are outside the Basic services defined in the Agreement and ExED agrees to perform. The Supplemental Fee Schedule sets the hourly rate at:

VP or Director:	\$145
Manager:	\$83
Other Staff:	\$55
  - 5) ExED will charge \$145/hour for making prior period CalPERS or CalSTRS adjustments or corrections or for any Retroactive Services related to a prior term.
  - 6) ExED will charge \$145/hour for work related to securing facility financing (e.g., providing financial analysis, developing financial scenarios, and preparing financial reporting that is required to assist Client in securing (or applying for) facility financing.



**EXHIBIT 1****Excellent Education Development Management and Accounting Services Agreement - NOTICE OF TERMS SUPPLEMENT**

Reference is made to that certain Excellent Education Development Management and Accounting Services Agreement between Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development (“ExED”), a California nonprofit public benefit corporation, dated the 31st day of December 2024 (the “Agreement”). Capitalized terms not defined herein shall have the meanings set forth in the Agreement.

Unless a Notice of Non-Renewal is received by ExED within 60 days of the date hereof, the Agreement Term is hereby extended for a period of one year from June 30th of the year in which this Notice of Terms Supplement (“Notice”) is delivered, on the same terms and conditions as contained in the Agreement, except as expressly set forth below.

**1. SERVICE FEES AND RELATED EXPENSES.**

- a. ExED’s fees and related charges are hereby amended, modified and/or supplemented as follows:
  - (i) ExED’s monthly fees for [Basic Services/Additional Services] are hereby [increased to \_\_\_\_] effective [July 1st of the current year].
  - (ii) ExED’s out-of-pocket-expenses will not exceed [\$\_\_\_\_] per month without the prior, written authorization from Client.
  - (iii) ExED’s [late payment charge for Service fees/rush check fee /late payroll information fee/ \_\_\_\_] is hereby [increased to \_\_\_\_] effective [July 1st of the current year].
  - (iv) [\_\_\_\_\_].

**2. OTHER CHANGES.**

- a. The Agreement is hereby amended, modified and/or supplemented as follows:
  - (i) [\_\_\_\_\_].

**3. AGREEMENT IN FULL FORCE IN EFFECT; NOTICE OF NON-RENEWAL REQUIRED TO TERMINATE.**

- a. The Agreement remains in full force and effect, on its original terms and conditions, except as may be modified by this (and any prior) Notices. The Agreement, together with this Notice (and any prior Notice) shall be taken together and construed as the complete agreement of the parties. If Client does not wish to extend the Term of the Agreement as described in this Notice,



Client is required by the terms of the Agreement to deliver a Notice of Non-Renewal to ExED no later than 60 days from the date of this Notice.

We thank you for your continued collaboration,

ExED:

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Name:\_\_\_\_\_

Title:\_\_\_\_\_

## EXHIBIT 2

### Excellent Education Development Management and Accounting Services Agreement - NOTICE OF NON-RENEWAL

Reference is made to that certain Excellent Education Development Management and Accounting Services Agreement between Bridges Charter School, a California nonprofit public benefit corporation (“Client”), and Excellent Education Development (“ExED”), a California nonprofit public benefit corporation, dated the 31st day of December 2024 (the “Agreement”). Capitalized terms not defined herein shall have the meanings set forth in the Agreement.

The Client is in receipt of a Notice of Terms Supplement from ExED as provided for under the Agreement, and as per the terms of the Agreement and the Notice of Terms Supplement, Client has 60 days to issue a Notice of Non-Renewal terminating the Agreement.

1. **NOTICE OF NON-RENEWAL.**

- a. Client hereby elects to issue this Notice of Non-Renewal, terminating the Agreement, effective as of June 30th of the year in which this Notice of Non-Renewal is delivered. Those provisions of the Agreement which by their express terms survive expiration or termination of the Agreement shall remain in full force and effect.

Client:

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Coversheet

## Employee Handbook 24-25 SY

**Section:** VII. Business and Operations  
**Item:** B. Employee Handbook 24-25 SY  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Bridges Charter School Employee Handbook Redline for Agenda 9-9-24.docx



BRIDGES CHARTER SCHOOL EMPLOYEE HANDBOOK

~~2023-2024~~2024-2025

## TABLE OF CONTENTS

	<b>Page</b>
SECTION 1 WELCOME .....	7
WELCOME TO Bridges Charter School! .....	7
SECTION 2 GENERAL.....	8
SECTION 3 OUR MISSION/VISION/PHILOSOPHY .....	8
MISSION STATEMENT .....	8
VISION STATEMENT .....	8
SECTION 4 EMPLOYMENT.....	9
EMPLOYMENT APPLICATIONS .....	9
AT WILL EMPLOYMENT .....	9
EQUAL EMPLOYMENT OPPORTUNITY .....	9
HARASSMENT .....	10
What is Harassment? .....	11
What is abusive conduct/workplace bullying? .....	11
What is Retaliation?.....	12
Responsibility .....	12
Reporting .....	12
Investigation/Complaint Procedure .....	13
Conclusion .....	14
Training Requirements .....	14
WHISTLEBLOWER POLICY .....	14
OPEN COMMUNICATION POLICY.....	15
LACTATION ACCOMMODATION POLICY.....	15
PUBLIC RELATIONS .....	17

SECTION 5 THE EMPLOYMENT PROCESS .....	17
EMPLOYEE CLASSIFICATIONS .....	17
Non-exempt employees .....	18
Certificated Employee .....	18
Classified Employee .....	18
WORK SCHEDULES .....	18
Full Time Certificated Instructional Employees.....	19
Non-Instructional Classified Employees .....	19
SCHOOL HOLIDAYS .....	19
ACADEMIC FREEDOM.....	20
ATTENDANCE AND PUNCTUALITY .....	21
TIME RECORDS (NON-EXEMPT EMPLOYEES).....	22
OFF THE CLOCK WORK .....	22
MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES).....	22
Meal Periods .....	23
Rest Periods .....	23
PAYDAYS .....	24
PAYROLL WITHHOLDINGS .....	24
SECTION 6 CONDITIONS OF EMPLOYMENT .....	25
IMMIGRATION LAW COMPLIANCE .....	25
CREDENTIAL REQUIREMENTS .....	25
TUBERCULOSIS TEST .....	25
CRIMINAL BACKGROUND CHECK.....	26
CHILD ABUSE AND NEGLECT REPORTING ACT.....	26
PERSONNEL FILES.....	27

CHANGES IN EMPLOYMENT .....	27
SECTION 7 PERFORMANCE.....	27
EMPLOYEE PERFORMANCE REVIEW .....	27
Basis for Determining Pay.....	28
SECTION 8 LEAVES .....	28
Parental Leave .....	28
Family Care and Medical Leave.....	29
Pregnancy Disability Leave .....	34
WORKERS' COMPENSATION LEAVE .....	36
BEREAVEMENT LEAVE .....	36
JURY DUTY LEAVE .....	36
TIME OFF TO VOTE .....	37
SCHOOL APPEARANCE/SUSPENSION LEAVE.....	37
CRIME VICTIM LEAVE .....	38
DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE.....	38
SECTION 9 BENEFITS.....	40
SICK LEAVE .....	40
Accrued Sick Leave.....	40
Accrual.....	40
Compensation for Sick Leave.....	40
Eligible Sick Leave.....	40
Requesting Sick Leave .....	41
Coordination of Sick Leave Benefits with Other Benefits .....	41
Personal Necessity Leave .....	41
VACATION .....	42

Standard Vacation Policy .....	42
INSURANCE BENEFITS .....	42
COBRA BENEFITS .....	42
SOCIAL SECURITY/MEDICARE .....	43
WORKER’S COMPENSATION INSURANCE .....	43
CHILDCARE .....	43
SECTION 10      EMPLOYEE COMMUNICATIONS COMMUNICATIONS	
POLICY            44	
No Expectation of Privacy .....	44
Professional Use of Communication Systems Required .....	45
Offensive and Inappropriate Material .....	45
Solicitations .....	46
Confidential Information .....	46
Copyrights and Trademarks .....	46
Maintenance and Security of the System .....	46
Violations of this Policy .....	47
Amendment and Modification of this Policy .....	47
Acknowledgement .....	47
SOCIAL MEDIA POLICY .....	47
EQUIPMENT POLICY .....	49
Laptop Computers .....	50
CELL PHONE POLICY .....	51
TELEPHONE CALLS AND TEXTING .....	51
NO SOLICITATION/DISTRIBUTION POLICY .....	51
Employee Responsibility .....	52



NEPOTISM POLICY .....	52
BUILDING SECURITY/SCHOOL KEYS .....	52
INTERNAL INVESTIGATIONS & SEARCHES .....	53
VIOLENCE IN THE WORKPLACE .....	53
SECTION 11          STANDARDS OF CONDUCT .....	55
BRIDGES CHARTER SCHOOL Progressive Discipline Policy .....	55
PERSONAL APPEARANCE/STANDARDS OF DRESS .....	56
DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS .....	56
STAFF-STUDENT INTERACTIONS .....	56
Boundaries Defined .....	57
Acceptable and Unacceptable Behaviors .....	57
Unacceptable Behaviors .....	57
Acceptable Behaviors .....	59
Boundaries Reporting .....	60
Boundaries Reporting .....	60
Investigating .....	61
Consequences .....	61
CUSTOMER & PUBLIC RELATIONS .....	61
PROHIBITED CONDUCT .....	61
CONFIDENTIAL INFORMATION .....	63
CONFLICTS OF INTEREST .....	64
Outside Employment .....	64
EXPENSE REIMBURSEMENT POLICY .....	64
General guidelines .....	65
Travel guidelines .....	65

SECTION 12	SAFETY .....	66
	SUBSTANCE AND ALCOHOL POLICY .....	66
	SMOKING.....	68
	SECURITY .....	68
	PARKED VEHICLES .....	68
	USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS .....	68
	PERSONAL PROPERTY .....	68
	SAFETY POLICY .....	69
	ERGONOMICS .....	69
	CHEMICAL EXPOSURE WARNING .....	69
SECTION 13	TERMINATION.....	69
	VOLUNTARY TERMINATION.....	69
	INVOLUNTARY TERMINATION .....	70
	EXIT INTERVIEWS.....	70
	VERIFICATION AND REFERENCE POLICY .....	70
	EMPLOYEE HANDBOOK ACKNOWLEDGEMENT .....	71
	APPENDIX A--HARASSMENT COMPLAINT FORM .....	72
	APPENDIX B--COMPLAINT FORM.....	74

## SECTION 1 WELCOME

### WELCOME TO Bridges Charter School!

We are happy to have you join us at Bridges Charter School. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of Bridges Charter School, its personnel policies and procedures, and your benefits as a Bridges Charter School employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No Bridges Charter School guideline, practice, manual or rule may alter the “at-will” status of your relationship with Bridges Charter School.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, Bridges Charter School reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever Bridges Charter School determines that such action is warranted. For these reasons, we urge you to check with the Administrative Coordinator to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at Bridges Charter School. Sincerely,

Kelly Simon, Director & Cindy McCarthy Assistant Director

## SECTION 2 GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at Bridges Charter School. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Administrative Coordinator. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other Bridges Charter School document confers any contractual right, either express or implied, to remain in Bridges Charter School's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by Bridges Charter School or you may resign for any reason at any time.

No supervisor or other representative of Bridges Charter School except the Directors, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside Bridges Charter School, other than to individuals affiliated with Bridges Charter School whose knowledge of the information is required in the normal course of business.

## SECTION 3 OUR MISSION/VISION/PHILOSOPHY

### MISSION STATEMENT

Our mission is to educate the Whole Child using a combination of innovative curriculum and instruction along with social/emotional education embedded in the program. Students will be enabled to reach their innate intellectual, creative, and leadership potential through our commitment to nourish curiosity, compassion, independence, resourcefulness, and a respect for diversity.

### VISION STATEMENT

Our vision is to create a K-8 learning community in which all teachers, parents and students partner to support the cognitive, emotional and social success of our students; where there exists positive,

Bridges Charter School Employee Handbook

8 | Page

respectful and peaceful collaboration; and where children are enabled and empowered to become lifelong learners and compassionate global citizens.

## SECTION 4 EMPLOYMENT

### EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and Bridges Charter School will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, Bridges Charter School may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Director of Bridges Charter School, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict Bridges Charter School's right to terminate at-will.

### EQUAL EMPLOYMENT OPPORTUNITY

Bridges Charter School is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity, color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, reproductive health decision making, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law,

the School prohibits discrimination against any qualified employee or applicant with a physical or mental disability.

These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Administrative Coordinator and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

#### HARASSMENT

It is the policy of Bridges Charter School to ensure equal employment opportunity without discrimination or harassment on the basis of race, religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Bridges Charter School prohibits any such discrimination or harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits

unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

#### What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms “discrimination” and “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment). ○ Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment). ○ Sexually harassing conduct does not need to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

#### What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests.
- Use of derogatory remarks, insults and/or epithets

- o Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- o Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

#### What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, refusing to report to, or leaving, the workplace place during an emergency condition (as defined by law) because the employee reasonably believes that the workplace or worksite is unsafe; or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity may be unlawful and will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

#### Responsibility

All Bridges Charter School employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

#### Reporting

Bridges Charter School strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Administration. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Administration. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful

**Commented [A1]:** Effective January 1, 2023, employers are prohibited from taking adverse employment action against an employee who refuses to report to work or leaves work during an emergency condition (as defined by law).

Bridges Charter School Employee Handbook

12 | Page



harassment, or retaliation to Administration, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within Bridges Charter School. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. Bridges Charter School is serious about enforcing its policy against harassment; however, Bridges Charter School cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to Bridges Charter School's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Title IX Reporting. The School does not discriminate on the basis of sex in any of its education programs or activities. Title IX of the Education Amendments of 1972 prohibits the School from discriminating in such a manner. This prohibition extends to admission, employment, and all education programs and activities of the School. Some types of sex-based harassment are also prohibited under Title IX. For these types of complaints, the School's grievance procedures can be found in its Title IX policy posted to the website. Please contact the School's Title IX Coordinator for further information:

[insert name of Title IX coordinator]

Title IX Coordinator

[insert office address]

[insert city, state, and zip code]

Email address: [insert email address]

Phone number: [insert phone number]

To report information about conduct that may constitute sex discrimination under Title IX or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. Inquiries about the application of Title IX may be referred to the School's Title IX Coordinator or to the Office for Civil Rights at the U.S. Department of Education, or both. The School's Title IX sex-based nondiscrimination policy and grievance procedures under Title IX are available on the School's website at: [INSERT LINK]

#### Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

Bridges Charter School Employee Handbook

13 | Page

**Commented [A2]:** The law requires the school to include here a description of how to locate the school's Title IX policy and grievance procedures, e.g. by linking to the place you have that posted on your website. The requirements for what must be included in a school's Title IX policy and grievance procedures are changing as of August 1, 2024, so be sure you update those on your website as well. Let us know if you need our assistance in updating your Title IX policy and grievance procedures."

Bridges Charter School encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Bridges Charter School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent of a consistent loop with adequate investigation methods and appropriate corrective actions. The School has a compelling interest in protecting the integrity of its investigations. In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

**Commented [A3]:** Not sure what this means.

All employees are required to fully cooperate with Bridges Charter School's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, Bridges Charter School will provide regular progress updates, as appropriate, to those directly involved. Bridges Charter School will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

Bridges Charter School may investigate conduct in the absence of a formal complaint if the Bridges Charter School has reason to believe that an individual has engaged in conduct that violates Bridges Charter School policies or applicable law. Further, Bridges Charter School may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which Bridges Charter School believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Bridges Charter School believes appropriate under the circumstances. Due to privacy protections, the Bridges Charter School may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

How to Report Complaint to Government Agencies: Employees who believe that they have experienced unlawful conduct under these policies may also file a complaint with the local office of the California Civil Rights Department (“CRD”) or the U.S. Equal Employment Opportunity Commission (“EEOC”). The CRD and the California Civil Rights Council (“CRC”) as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, unlawful harassment, and/or retaliation or make other changes in the School’s policies. The address and phone number of the local CRD and EEOC offices can be found online or dialing 800-FREE-411.

### Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. Bridges Charter School will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Administrative Coordinator or Directors.

~~If you believe you have experienced discrimination, harassment, or abusive conduct, we encourage you to report and seek resolution at the site level. However, you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.~~

### Training Requirements

Bridges Charter School requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

### WHISTLEBLOWER POLICY

Bridges Charter School is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Bridges Charter School policy, specifically the policies contained in Bridges Charter School’s Employee Handbook.

An employee who wishes to report a suspected violation of law or Bridges Charter School policy may do so confidentially by contacting the President of the Board of Directors.

Bridges Charter School expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential

violations of Bridges Charter School. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Administrative Coordinator or Directors. Any supervisor or coordinator that receives complaints of retaliation must immediately inform the Administrative Coordinator or Directors.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Board of Directors and/or a member of Bridges Charter School management will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

#### OPEN COMMUNICATION POLICY

We want to hear from you. Bridges Charter School strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. Bridges Charter School is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Administrative Coordinator or Directors. Employees are encouraged to raise their work related concerns as soon as possible after the events that cause concern. Bridges Charter School will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

#### LACTATION ACCOMMODATION POLICY

Bridges Charter School provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items;

contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Administrative Coordinator. The School will respond accordingly, generally within two business days. The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact their supervisor or Administrative Coordinator to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.
3. Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources (Administrative Coordinator) or Directors. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at Bridges Charter School and will be handled in accordance with Bridges Charter School's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of Bridges Charter School and its interest in our school will be formed in part, by Bridges Charter School employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees,

students, parents and the general public will respect and appreciate the employee, Bridges Charter School and our school's services.

Below are several things employees can do to help leave people with a good impression of Bridges Charter School.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

## SECTION 5 THE EMPLOYMENT PROCESS

### EMPLOYEE CLASSIFICATIONS

Each Bridges Charter School employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 40 hours each week. Part-time employees are those regularly scheduled to work less than 40 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

**Exempt employees:** This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

**Non-exempt employees:** This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double-time pay as well as meal and rest breaks, as prescribed by law.

Certificated Employee: Certificated Employees are those employees hired by Bridges Charter School that require the employee to hold a valid California Teaching Certificate for a teaching position or other position that requires a Certification such as Administrator, Counselor, Speech Therapist, or School Psychologist.

Classified Employee: Classified Employees includes those employees hired by Bridges Charter School that DOES NOT REQUIRE a Teaching Certification, such as positions in the Business Office such as Secretary, Food Service, Maintenance, Technology, Paraprofessionals, and Health Clerk.

## WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Director or Assistant Director will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with the Administrative Coordinator or your supervisor. All schedule changes or modifications must be approved by the Director or Assistant Director.

Bridges Charter School reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from Administration to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including termination.

### Full Time Exempt Non Instructional Employees:

Work schedule and hours are subject to each individual employee's job description and may not align with the regular instructional school day or hours

### Full Time Certificated Instructional Employees:

~~The normal~~ Typical work hours for instructional employees are from 7:45 a.m. to 3:45 p.m. At the discretion of administration these hours may be adjusted per individual contracts with a ten (10) minute rest break and a thirty (30) minute meal break. Although not a legal mandate, the school will do its best to support a ten (10) minute rest break as well as a thirty (30) minute meal break. Instructional Employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. ~~There will occasionally be~~ It is expected that teachers will participate in activities

outside of regular business hours such as instructional prep, back to school night, information sessions evening and Saturday family workshops or special meetings. Administration must approve any exceptions to the regular work schedule or work day schedule to include arriving late or early for instructional employees.

Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities.

#### Non-Instructional Classified Employees:

Administration will determine the normal working hours for non-instructional employees. Nonexempt, non-instructional employees are entitled a 10-minute rest break for every 4 hours worked and a thirty (30) minute unpaid meal break when working for more than 5 hours in a day and are entitled to overtime and double-time pay as required by law. Non-instructional employees work per their assigned work calendar.

#### SCHOOL HOLIDAYS

The School observes the following paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday (local holiday)
- Washington's Birthday
- Juneteenth
- Friday before Memorial Day (local) and Memorial Day
- Labor Day
- ~~Local Holiday Yom Kippur Change to~~ Rosh Hashanah (local ~~holiday~~ holiday)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving (local holiday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve



- To be eligible for holiday pay, an employee must be classified support staff and non-exempt. Classified support staff employees will receive time off with pay at their normal base rate and percentage of hours worked per week, if they are scheduled to work on any of the Bridges observed holidays. Classified specialists do not receive holiday pay. Classified specialists consist of P.E. Specialist, Music Specialist, IT Specialist, Homeschool Specialist, Library and Art Specialist. If the holiday falls on a weekend, Bridges will designate either the Friday or the Monday adjacent to the weekend as a paid day off. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

~~To be eligible for holiday pay, an employee must be classified and non-exempt. Classified employees will receive time off with pay at their normal base rate and percentage of hours worked per week, if they are scheduled to work on any of the Bridges observed holidays. If the holiday falls on a weekend, Bridges will designate either the Friday or the Monday adjacent to the weekend as a paid day off.~~

~~However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.~~

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to Administration. The employee may use paid vacation (or PTO) if the employee has unused paid time off available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

## ACADEMIC FREEDOM

Academic freedom is not absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;
- The use of accepted scholastic methods; and
- Application of good taste and judgment in selecting and employing materials and methods of instruction.

## ATTENDANCE AND PUNCTUALITY

The presence or absence of each employee is of critical importance to the successful operation of the Bridges Charter School. Regular attendance and punctuality are considered an essential

function of each position. Therefore, Bridges Charter School expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. If ~~you are an employee~~ is unable to report for work on any particular day ~~or any portion of their day, you they~~ must call or text the Administrative Coordinator and/or ~~their supervisor~~ and use the Frontline system to record ~~your their~~ absence, at a minimum the evening before or not later than 6:00 a.m. on the day you are scheduled to work. If ~~you an~~ employee calls in less than one hour before ~~your the~~ scheduled time to begin ~~work~~, you ~~they will be considered~~ tardy. (See chart below). ~~will be considered tardy for that day.~~ Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify the Administrative Coordinator or Administration personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

In the case of a teacher's absence, it is expected that substitute plans will be left in the classroom with clear instructions or sent to the Administrative Coordinator in advance with all materials needed. All teachers are expected to have an emergency sub plan clearly labeled ready to go in their room should the need arise. Failure to have sub plans on a repeat basis will be documented on an employee's review.

More than three instances of tardiness by a nonexempt employee or instructional employee during any twelve-month period are considered excessive and will be documented on an employee's review. Any unexcused absence is considered excessive. A consistent presence including punctual attendance is a critical piece to the success of the school and will be taken into consideration for continued employment.

If you fail to report for work without any notification to the Administrative Coordinator and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 – 3 tardiness	Verbal Warning
	The 4 <sup>th</sup> tardy	Written Warning
	The 5 <sup>th</sup> tardy	Staff member will also be placed on an Improvement Plan.
	6 <sup>th</sup> and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full day's <sup>2</sup> absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.  <u>To the extent permitted by law, excessive absences may result in discipline up to and including termination.</u>
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment/ <del>resignation,</del> <del>which can lead to termination.</del>

#### TIME RECORDS (NON-EXEMPT EMPLOYEES)

Nonexempt employees must accurately complete time records within the School's timekeeping system on a daily basis. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record.

Exempt employees must report full or partial days of absence from work.

**Commented [A4]:** You want them to report partial days also so it can be deducted from sick leave or vacation.

#### OFF THE CLOCK WORK

Bridges Charter School prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet and approved in advance by administration. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

#### MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meals~~meal~~ and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You

are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to school policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

#### Meal Periods

Nonexempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Administrative Coordinator and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Administrative Coordinator and complete a "Second Meal Period Waiver" form.

Hours Worked	Number of Meal Periods
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30-minute meal periods

Nonexempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that day's time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's timesheet~~time sheet~~. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

#### Rest Periods

Nonexempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest

Bridges Charter School Employee Handbook

24 | Page

periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

Hours Worked	Number of Rest Periods
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Nonexempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to the ~~Administrative to~~ Administrative Coordinator or Administration.

#### PAYDAYS

Paydays for Certificated Employees at Bridges Charter School are the LAST DAY OF EACH MONTH. Paydays for Classified Employees are the 10th and 25th of each month. ~~The BRIDGES CHARTER SCHOOL BSA will mail checks to those who do not have direct deposit.~~ If a normally scheduled pay day falls on a weekend or holiday, paychecks will be processed the preceding business day.

If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdrawals dated prior to your actual payday and you should not depend on early deposits of your pay.

#### PAYROLL WITHHOLDINGS

Bridges Charter School is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, Bridges Charter School must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions Bridges Charter School will work in good faith to resolve errors as soon as possible. The employee should notify the Administrative Coordinator of any errors in pay or deductions withheld within seven (7) days from the date paid.

**Commented [A5]:** I recommend moving this to the 26<sup>th</sup> of the month. While Ed Code allows payment on the last day, the Labor Code does not. If you're going to pay an exempt employee once a month, the Labor Code requires you to pay by the 26<sup>th</sup> of the month for the entire month (effectively prepaying for the last 4-5 days.). This will help avoid lawsuit and potential penalties.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask the Administrative Coordinator to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by logging by filling out a new W-4 form and submitting it to the Administrative Coordinator. logging on to the Employee Portal in Escape. Bridges Charter is not allowed to provide any form of tax advice to an employee.

## SECTION 6 CONDITIONS OF EMPLOYMENT

### IMMIGRATION LAW COMPLIANCE

Bridges Charter School employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bridges Charter School within the past three years or if their previous I-9 is no longer retained or valid.

### CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, transcripts, and test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

**Commented [A6]:** Do you require these?

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Administrative Coordinator with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail recertification~~re-certification~~, training, or testing, Bridges Charter School is required to remove you from the work schedule until you meet the requirements or renew your credential.

### TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days prior to the first day of employment. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. A bubble TB Clearance is good for four years, a chest x-ray clearance is good for 10 years, and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if directed by Bridges Charter School upon recommendation by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. Bridges Charter School shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

#### CRIMINAL BACKGROUND CHECK

It is the policy of Bridges Charter School to require fingerprinting and background checks recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. Bridges Charter School will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that "each employee of the school furnishes the school with a criminal record summary."

All employees must have Live Scan fingerprint results on file with Bridges Charter School. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to Bridges Charter School prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any and all information obtained by Bridges Charter School may be taken into consideration in evaluating one's suitability for employment, promotion, reassignment, or retention as an Employee.

Commented [A7]: Legally, this is not accurate.

All fingerprint and background information must be completed and the results in the possession of Bridges Charter School before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal convictions) may be ineligible for employment with Bridges Charter School.

Bridges Charter School shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification and after an individualized assessment is conducted in accordance with applicable law.

For additional information on background checks, please contact the Administrative Coordinator.

#### CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is Bridges Charter School's policy that all school employees shall comply

Bridges Charter School Employee Handbook

with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should immediately report the suspicions as required.

It is extremely important that Bridges Charter School employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Assistant Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without Bridges Charter School’s assistance, he or she is required to notify Bridges Charter School of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with Bridges Charter School.

#### PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of ~~his or her~~ their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Administrative Coordinator. All requests should be put in writing and will be retained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.



## CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Administrative Coordinator about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

## SECTION 7 PERFORMANCE

### EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees bi-annually but may conduct them annually based on need. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employees ~~employee~~ and supervisors ~~supervisor~~ discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

Bridges Charter School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at will or limit the Bridges Charter School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and Bridges Charter School. Accordingly, either the employee or Bridges Charter School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

### Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the School. It is Bridges Charter School's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While Bridges Charter School strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of Bridges Charter School and depend upon many factors in addition to performance. Positive performance evaluations, however, do not guarantee increases in salary or promotions. Increases may be determined on the basis of various factors including, but not

Bridges Charter School Employee Handbook

limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties per job description, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

## SECTION 8 LEAVES

### Parental Leave

~~A regular employee who is disabled as a result of pregnancy, or becomes a new parent through childbirth, adoption, or foster placement, including domestic partners of new parents through childbirth, adoption, or foster placement, shall be entitled to take up to sixty (60) days of Parental Leave at either 50% of salary. Employees may take up to six (6) weeks of accumulated sick leave within six (6) weeks of the child's birth. You may not use Parental Leave prior to sick leave. The six (6) week parental leave shall run concurrently with any extended medical leave; and Parental Leave runs consecutively with accrued sick leave (e.g., the amount of Parental Leave available is reduced by the employee's sick leave). Parental Leave must be taken within twelve (12) weeks of the child's birth, or date of adoption or foster placement. No employee may receive more than sixty (60) days of Parental Leave per year, or per childbirth, adoption, or foster placement. Temporary and substitute employees are not eligible for Parental Leave. If an employee does not return after a Parental Leave s/he shall reimburse the school for health and welfare benefits paid during the summer months.~~

**Commented [A8]:** This is not a required leave. If you want to offer it voluntarily, you can, but we don't recommend it given the changes to FMLA/CFRA.

### Family Care and Medical Leave

Under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of Bridges Charter School within 75 miles.

**Commented [A9]:** Updated to be compliant with the law. FMLA and CFRA are no longer coexistent. There are now differences in when each applies.

A family and medical leave may be taken for the following reasons:

1. the care of the employee's newborn child (i.e., baby bonding) or a child placed with the employee for foster care or adoption. Leaves for these reasons must be completed within 12 months of the birth or placement of the child;

2. the care of the employee's spouse, child or parent<sup>1</sup> with a "serious health condition" and for purposes of CFRA only, the care of the employee's grandparent, grandchild, sibling, a registered domestic partner, or a designated person<sup>2</sup> with a "serious health condition";

3. the "serious health condition" of the employee (including serious health condition resulting from an on-the job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job. For FMLA leave only, a serious health condition also includes a disability caused by pregnancy, childbirth, or related medical conditions, which runs concurrently with the School's separate pregnancy disability leave policy;

4. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or designated person (as may be applicable for FMLA/CFRA purposes) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12)-month period for the purposes enumerated

**Commented [A10]: NOTE TO CLIENT:**

Effective January 1, 2023, CFRA expanded the definition of family member to include caring for nonrelatives, referred to as "designated person."

<sup>1</sup> For purposes of FMLA only, the term "parent" does not extend to parents-in-law. Further, for purposes of FMLA only, a child does not refer to a child who is over 18 years of age (unless they are incapable of self-care because of a medical or physical disability) nor does it include the child of a registered domestic partner unless the employee stands in loco parentis to the child.

<sup>2</sup> "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Only one individual may be a "designated person" per 12-month period.

below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as “FMLA leave.”

• ~~Employee Eligibility Criteria~~

~~To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.~~

• ~~Events That May Entitle an Employee To FMLA Leave~~

~~The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:~~

- ~~1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.~~
- ~~2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).~~
  - ~~a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.~~
  - ~~b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.~~
  - ~~e. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.~~
  - ~~d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.~~

~~3. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) – month period to provide said care.~~

~~4.1. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces.~~

- Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve(12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The “twelve month period” in which twelve (12) weeks of FMLA/CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA/CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s FMLA/CFRA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise

unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.

2. An employee on FMLA/CFRA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave unless the employee is eligible for Parental Leave.
4. The receipt of sick leave or Parental Leave pay or State Disability Insurance benefits will not extend the length of the FMLA/CFRA leave. Sick pay accrued accrues during any period of unpaid FMLA/CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

BRIDGES CHARTER SCHOOL may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertification is required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be given a copy of the School’s then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days’ notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
  4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
  5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
  6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
  7. The School will respond to an FMLA/CFRA leave request no later than five (5) days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee (other than a "key" employee on FMLA leave whose reinstatement would cause serious and grievous injury to the School's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
    2. When a request for FMLA/CFRA leave is granted to an employee (other than a "key" employee on FMLA LEAVE), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
    3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.

**Commented [A11]:** Key employee exception no longer exists for CFRA.



4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Limitations on Reinstatement

1. For FMLA leave only, BRIDGES CHARTER SCHOOL may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to the School’s operations. A “key” employee is an exempt salaried employee who is among the highest paid 10% of the School’s employees within seventy- five (75) miles of the employee’s worksite.
2. A “key” employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without the School’s written permission will be deemed to have resigned from employment at the School.

#### Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
  2. The employee needs to take time off for prenatal care.
- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

- Pay during Pregnancy Disability Leave
1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period. Upon exhaustion of sick and/or vacation leave, an employee on pregnancy disability leave may utilize Parental Leave.
  2. The receipt of vacation/sick leave/Parental Leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.

3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

BRIDGES CHARTER SCHOOL shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve(12) -month period. BRIDGES CHARTER SCHOOL can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:

#### WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Administrative Coordinator will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact the Administrative Coordinator.

#### REPRODUCTIVE LOSS LEAVE

Eligible employees who suffer a reproductive loss may take up to five days of unpaid leave. To be eligible, an employee must have worked for the School for at least 30 days before the start of the leave. The employee need not take the five days consecutively, but the leave must be completed within three months after the reproductive loss event unless the employee is already on or chooses to go on any other leave provided under federal or state law either before or immediately after the reproductive loss event.

For purposes of this policy, a reproductive loss event is defined as:

- Failed adoption, which applies to an employee who would have been a parent of the adoptee;
- Failed surrogacy, including failed embryo transfer to the surrogate, which applies to an employee who would have been a parent of a child born;
- Miscarriage by an employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child born;
- Stillbirth resulting from an employee's pregnancy, the pregnancy of an employee's current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born; and

- Unsuccessful assisted reproduction through artificial insemination or an embryo transfer, including gamete and embryo donation, which applies to an employee, the employee's current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born.

If a reproductive loss event spans multiple days, it is considered to have occurred on the final day on which some part of the event took place. Employees may request leave for multiple reproductive loss events in a single year up to a maximum of 20 days of leave within a 12-month period. Employees may choose to use vacation or sick leave in conjunction with this leave.

Bridges Charter School will not retaliate against an employee for exercising the employee's right to leave under this Policy.

#### Unpaid Leave of Absence (Medical)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, Bridges Charter School may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to Bridges Charter School. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay.

Employees will be required to use any accrued vacation and PSL during any unpaid portion of this leave. Benefit accrual, such as vacation, paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, Bridges Charter School does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

**BEREAVEMENT LEAVE**

**Commented [A12]:** Effective 1/1/23, employers must give all employees 5 days of unpaid bereavement leave.

All employees who have worked with Bridges Charter School for at least 30 days prior to the commencement of the leave may be eligible for up to five days of unpaid leave upon the death of a family member. Bereavement leave must be approved by the employee's direct supervisor in advance and must be completed within three months of the date of the death of the family member, but need not be consecutive. Eligible employees may use any accrued leave, such as paid time off, vacation, or sick leave during the unpaid leave of absence.

Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. "Documentation" may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

For the purposes of this policy, "family member" includes a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent.

Bridges Charter School provides regular full-time employees up to ~~THREE FIVE DAYS~~ paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild.

**MILITARY LEAVE**

All employees who leave the School for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

You may use accrued vacation time during military leave. Time spent on military leave counts for purposes of determining "length of service." However, you will not accrue vacation or sick leave or receive holiday pay during military leave.

**MILITARY SPOUSE LEAVE**

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to Human Resources within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time in order to receive compensation for this time off. If no vacation time is available, the employee may take this time off without pay. An exempt employee is required to charge any absence of four or more hours under this policy to his or her vacation bank, if any. Exempt employees will receive their regular pay only if required by applicable law. Employees who need time off to participate in a qualifying event resulting from a family member's deployment to a foreign country may be eligible for Paid Family Leave benefits.

#### JURY DUTY/~~WITNESS DUTY~~ LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Eligible eEmployees will be granted paid time off for jury duty up to five (5) working days per 12-month period. Paid leave for jury duty is available only to an employee who has been working at Bridges Charter School for a minimum of one full academic year. All other ~~non-exempt~~ employees will receive time off without pay for the entire duration of the jury duty. Likewise, any time beyond 5 days necessary to complete jury duty will be without pay for those ~~non-exempt~~ employees receiving paid jury duty for the first 5 days. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. However, eEmployees may elect to substitute accrued Personal Necessity Leave or Compensated Time Off (discussed below) during any unpaid leave due to jury duty. An employee receiving pay while on jury duty (whether Jury Duty pay, or CTO) will be paid at his or her regular rate of pay for the hours the employee was scheduled to work that day, regardless of the time actually spent at jury duty.

Employees must inform the ~~Administration~~inform-Administration of the need for jury/~~witness~~ duty as soon as they receive the summons or subpoena to appear. Once jury/~~witness~~ duty is completed, the employee must submit a receipt from the court verifying the time spent in court to the Administrative Coordinator. Employees may keep any travel allowance they received from the court.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

#### TIME OFF TO VOTE

The School will allow any ~~nonexempt~~ employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work

time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Vacation or personal hours which have accrued but not been used may be paid to the employee for this time off.

#### SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use accrued vacation, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

#### SCHOOL AND DAYCARE LEAVE

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance. You may be asked to provide documentation from the school or day care facility to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid. You may choose to use accrued vacation.

#### CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime;
- An employee must give reasonable ~~advance~~**advanced** notice to the school by providing documentation of the proceeding. Documentation may be from any of the following:
- Notice from the court or government agency setting the hearing;

- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation, sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

#### DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE

If you are a victim of domestic violence, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation (if applicable) or accrued PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality regarding any requests for accommodations under this policy.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The School will not discharge, discriminate or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.



Bridges Charter School is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked Bridges Charter School for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating or retaliating against an employee who is a victim of domestic violence or the victim of sexual assault for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation. If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213897-6595 or visit a local office by finding the nearest one on the ~~website~~—website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

#### ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

#### ALCOHOL AND DRUG REHABILITATION LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an alcohol or drug rehabilitation program. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

This policy in no way restricts the School's right to discipline an employee, up to and including termination of employment, for violation of the School's Drug and Alcohol Abuse Policy.

#### CIVIL AIR PATROL LEAVE

Pursuant to California law, the School will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and

authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

#### LEAVE FOR BONE MARROW AND ORGAN DONORS

Pursuant to California law, the School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

The School requires that bone marrow donors use up to five days of available accrued PSL or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued PSL or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the School with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the School will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the School as much notice as possible of the intended dates upon which the leave would begin and end.

## SECTION 9 BENEFITS

### SICK LEAVE

#### Accrued Sick Leave

Bridges provides paid accrued sick leave to full-time employees for periods of temporary absences due to illness or injury, as follows:

#### Accrual

All full-time employees are granted 10 sick days per year in advance (Beginning of the school year). Employees who work less than full time are entitled to a minimum of at least one hour of paid sick leave for every 30 hours worked~~pro-rated sick leave~~. Unused leave is never lost and is accumulated from year to year. An employee is not entitled to cash payment for accumulated sick leave when he or she leaves employment, but it may be credited towards retirement or transferred

Bridges Charter School Employee Handbook

46 | Page

to another district or county office under certain circumstances (Government Code Section 20963 and Education Code Section 45202). The days may be used in ~~partial or full day increments of two hours.~~ ~~Should the employee leave prior to the end of the school year the sick days taken above the hours of monthly actual accrual must be paid to Bridges Charter School out of their final paycheck.~~

**Commented [A13]:** If you grant them sick leave up front, you cannot make them pay it back.

~~Sick leave is to be used only for illness or injury. Any absences beyond the limits specified will be considered unpaid leave, if approved. Sick leave will not accrue during any unpaid leave of absence.~~

### Compensation for Sick Leave

Eligible Certificated employees may take sick leave in ~~half day or full day increments of two hours.~~ Employees will receive pay at their ~~normal regular base rate of pay~~ for any sick leave taken. ~~For example, a full-time employee will be paid sick leave based on an 8-hour workday for a full-day leave, and four hours pay at his or her hourly rate for a half-day leave. An employee may only receive pay in lieu of sick leave per the accrual policy and payment detailed above, and~~ ~~e~~Employees will not receive pay for accrued unused sick leave at the end of the academic year, or upon termination of their employment. ~~Non Exempt Classified Employees may take sick leave on an hourly basis.~~

**Commented [A14]:** The maximum increment you can require is 2 hours.

**Commented [A15]:** Sick leave must be paid at the regular rate of pay. For hourly employees, the regular rate of pay is not the same as their normal base pay but is based on a calculation including any overtime and nondiscretionary bonuses or stipends.

**Commented [A16]:** Do you mean they can use it in 1 hour increments? If so, this should be added up above.

### Eligible Sick Leave

Sick leave may be used for personal illness or injury. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences.

Eligible employees may use accrued sick leave to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee’s family member.

For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee, or a designated person. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by California law. “Designated person” means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a “designated person” per 12-month period.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault. Eligible employees are permitted to use their sick leave in order to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent (including a biological, foster, or adoptive parent, stepparent or legal guardian), spouse, or domestic partner or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Time off for medical and dental appointments will be treated as sick leave.

~~Bridges Charter School retains the right to request verification from a licensed health care practitioner including a note for an ill child, parent, spouse or domestic partner for any absence, regardless of the number of days, due to illness or injury.~~

~~A doctor's note and/or medical certification of your fitness to return to work satisfactory to Bridges Charter School may be required before Bridges Charter School honors any sick leave request.~~

**Commented [A17]:** No longer permitted for use of sick leave.

### Requesting Sick Leave

Eligible employees should call in to their direct supervisor, or in his/her absence the next level of authority as soon as they are aware that they are unable to report to work. Teachers are expected to log into Frontline and create your absence for a substitute by 4:00 p.m. of the day prior to the absence or, in an emergency, by 6:00 a.m. the day of the absence, if a substitute is required. Classified ~~employees are~~ required to do the same but will note no substitute required unless a substitute has been approved by the administrative coordinator. In addition they will need to notify the administrative coordinator via text asap. If medical circumstances allow, employees should provide documentation in advance.

### Coordination of Sick Leave Benefits with Other Benefits

Bridges will pay sick leave benefits (to the extent they have been accrued) to an eligible employee during the normal waiting period, if applicable, before the employee is paid workers' compensation benefits pursuant to the applicable state and federal law governing industrial injury or illness. Similarly, Bridges will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from other insured unemployment disability plans. It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which you qualify.

### Personal Necessity Leave

~~Up to seven days of accrued sick leave may be used for reasons of personal necessity.~~ ~~pursuant to Ed Code 45207~~ The employee may not use more than seven (7) in a single school year for personal necessity. Once an employee reaches the maximum amount of personal necessity days, any further days will be taken without pay:

1. ~~Illness of immediate family member,~~
2. ~~Death of a member of the employee's immediate family,~~
3. ~~Accident involving the person or property of the employee or immediate family,~~
4. ~~Appearance in court, or~~
5. ~~Other reasons prescribed by the governing board, as approved by the administration.~~ Requests must be submitted with reasonable advance notice. A standard expectation of 72 hours.

**Commented [A18]:** I recommend deleting. These absences are covered by other policies. Also, if you allow any leave for non illness purposes, it is considered vacation leave which must be permitted to accrue up to 1.5x the annual rate of accrual and must be paid out on termination of employment.

## VACATION

### Standard Vacation Policy

The following full-time, regular employees are eligible for vacation benefits: Classified employees who work over 225 days annually shall receive vacation benefits on a basis equal to that percentage that the actual work month ~~beardbears~~ to full-time. (For example, a full-time employee will earn 1 day of vacation per 1 month of service credit up to 10 days per ~~calendar~~ fiscal year). ~~There is a cap on vacation accrual of 15 days. Once this cap is reached, no further vacation will be accrued until the employee has used some vacation and reduced the balance below the cap. No more than 10 vacation days may be acerued.~~ Vacation credit shall accumulate from the first day of regular employment. Vacation days will not accrue during any unpaid leave of absence. ~~Please note that an equivalent of no more than one week of earned vacation may be carried over into a new fiscal year. The employee shall be paid for any vacation balance in excess of the maximum carryover at the end of each fiscal year using the employee's current rate of pay as of June 30th.~~

**Commented [A19]:** School year?

**Commented [A20]:** As set forth above, vacation must be permitted to accrue up to a minimum of 1.5 x the employee's annual rate of accrual.

Requests to use vacation days by these employees must be submitted in writing at least 2 weeks in advance to the Administrative Coordinator. These employees will not be approved for more than 10 days of vacation in a single academic year.

Vacations shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements. Although Bridges Charter School will attempt to accommodate vacation requests to the greatest extent possible, there is no guarantee that any given vacation request will be granted. If a holiday occurs during an employee's vacation period, the employee will receive holiday compensation for that day.

Upon termination of employment the eligible employees listed above will be paid for all accrued, but unused vacation time at their current rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.

### INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by Bridges Charter School. These insurance benefits will include medical, dental, and vision. The school will set a defined contribution towards the employee's insurance premiums that are sponsored by Bridges Charter School. This amount will be determined on an annual basis. The employee's portion of the monthly premiums may be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact the Administrative Coordinator.

### COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Bridges

Bridges Charter School Employee Handbook

Charter School's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bridges Charter School group rates plus an administration fee. Bridges Charter School or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under "CHARTER SCHOOL's health insurance plan. The notice contains important information about the employee's rights and obligations.

#### SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement systems (PERS/STRS), your earnings from this job are not covered under Social Security (nor is Social Security withdrawn from your pay). When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Bridges Charter School withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security) for temporary employees and Medicare withholding and matching programs as required by law.

#### WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

#### CHILDCARE

As a benefit of employment at Bridges Charter School, classified and certificated employees can send their children to our after-school Extensions program as a complimentary service. Fees for after school enrichment classes still apply, however.

This benefit is available with the following parameters:

- You must be a current full time employee at Bridges Charter School

- You must be on site when using the childcare service
- Children must be currently enrolled as students at Bridges Charter School
- A maximum of 20 hours per week can be utilized per staff member
- Employees must submit all paperwork for the children enrolled and maintain sign-in and sign-out records with Extensions
- Children must follow all rules and policies as outlined in the Extensions Handbook

## SECTION 10 EMPLOYEE COMMUNICATIONS ~~COMMUNICATIONS~~ POLICY

Every employee is responsible for using the Bridges Charter School's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Assistant Director.

The Communication Systems are the property of Bridges Charter School and have been provided for use in conducting Bridges Charter School business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are Bridges Charter School records and property of Bridges Charter School. The Communication Systems are to be used for school purposes only. Employees may, however, use Bridges Charter School technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with Bridges Charter School business, and does not violate any Bridges Charter School policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

### No Expectation of Privacy

Bridges Charter School has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, Bridges Charter School may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of Bridges Charter School's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from Bridges Charter School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish Bridges Charter School's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to Bridges

Charter School for any reason that Bridges Charter School, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though Bridges Charter School has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Administration ~~of Administration.~~

#### Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Bridges Charter School letterhead.

#### Offensive and Inappropriate Material

Bridges Charter School's policy against discrimination and harassment, sexual or otherwise, applies fully to Bridges Charter School's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in Bridges Charter School's computers. Employees encountering or receiving this kind of material should immediately report the incident to Administration.

Bridges Charter School may (but is not required to) use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Bridges Charter School



networks. Notwithstanding the foregoing, Bridges Charter School is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Bridges Charter School's blocking software.

#### Solicitations

Bridges Charter School's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from Administration is required before anyone can post any information on commercial on-line systems or the Internet.

#### Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to Bridges Charter School's "Confidential Information" policy, contained herein, for a general description of what Bridges Charter School deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

#### Copyrights and Trademarks

Bridges Charter School's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Administration. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

#### Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Bridges Charter School's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Bridges Charter School's network.

If you suspect that a virus has been introduced into Bridges Charter School network, notify Assistant Director or Administrative Coordinator immediately.

#### Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

#### Amendment and Modification of this Policy

Bridges Charter School reserves the right to modify this policy at any time, with or without notice. Bridges Charter School may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

#### Acknowledgement

Employees acknowledge this policy by signing the receipt of this handbook.

#### **SOCIAL MEDIA POLICY**

Bridges Charter School has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Tik-Tok, Snapchat and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums This policy applies to situations when employees (1) make a post to a social media platform that is related to the School; (2) engage in social media activities during working hours; (3) use School equipment or resources while engaging in social media activities; (4) use their School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with the School; (6) interact with School students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites; or (7) create or use a School-affiliated social media account.

If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

**Commented [A21]:** This was very broad. I have narrowed it a bit but please be aware that these policies can be risky to enforce as the NLRB is protective of employees' rights to post and share information.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.

- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to Director or Assistant Director. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. Bridges Charter School encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student’s blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Administrative Coordinator.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Administrative Coordinator.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with Bridges Charter School's social medial policy will result in disciplinary action, up to, and including, immediate termination.

## EQUIPMENT POLICY

Bridges Charter School attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct or negligence.

### Laptop Computers

Each staff member assigned a laptop for professional use will be charged for any damages, loss or theft to the laptop caused by willful misconduct and/or negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
- Immediately report the incident to his/her immediate supervisor and Chief representative; and obtain an official police report documenting the theft or loss; and provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.

The school is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The school may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the school. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee's willful misconduct.

#### CELL PHONE POLICY

If you are required to perform business on a cell phone for Bridges Charter School while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages and email.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by Bridges Charter School or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

#### TELEPHONE CALLS AND TEXTING

While at work and during staff meetings, the employee's undivided attention is expected.

Bridges Charter School expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job, this includes staff meetings and professional development.

#### NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, Bridges Charter School has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by Bridges Charter School.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by Bridges Charter School employees is prohibited at all times in all working areas on school premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by Bridges Charter School.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the school. The Directors must approve any postings prior to posting.

Bridges Charter School reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

#### Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Administrative Coordinator or Administration. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Administrative Coordinator or Administration.

#### NEPOTISM POLICY

Bridges Charter School permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of Bridges Charter School, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Bridges Charter School will use sound judgment in the placement of related employees in accordance with the following guidelines:

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

The Directors must approve any exceptions to this policy.

#### BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign a BUILDING KEY DISBURSEMENT FORM upon receiving the key.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Administrative Coordinator.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

#### INTERNAL INVESTIGATIONS & SEARCHES

From time to time Bridges Charter School may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, at ~~Bridges~~ Bridges Charter School's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. ~~briefcases~~ brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for Bridges Charter School property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Bridges Charter School. Bridges Charter School will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

**Commented [A22]:** I recommend consulting counsel before instituting any searches of employee's spaces where they may expect a degree of privacy.

#### VIOLENCE IN THE WORKPLACE

Bridges Charter School has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect Bridges Charter School or which occur on Bridges Charter School property will not be tolerated. ~~Examples of workplace violence include, but are not limited to, the following:~~

~~All threats or acts of violence occurring on Bridges Charter School premises, regardless of the relationship between Bridges Charter School and the parties involved.~~

**Commented [A23]:** Bridges is required to have a Workplace Violence Prevention Plan and provide training re same as of 7/1/24. This policy is not sufficient. Please let us know if you would like our assistance in preparing this.



All threats or acts of violence occurring off Bridges Charter School premises involving someone who is acting in the capacity of a representative of Bridges Charter School.

Per Labor Code section 6401.9, "workplace violence" is defined as any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The four types of workplace violence defined in Labor Code section 6401.9.

Below are the four types of defined violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee

Note: "Workplace violence" does not include lawful acts of self-defense or defense of others.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy Bridges Charter School property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

Bridges Charter School's prohibition against threats and acts of violence applies to all persons involved in Bridges Charter School's operation, including but not limited to all personnel, contract,

Bridges Charter School Employee Handbook

unpaid interns, volunteers and temporary workers and anyone else, including parents on Bridges Charter School property. Violations of this policy by any individual on Bridges Charter School property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Director, or the Administrative Coordinator.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to the Director or Assistant Director or Administrative Coordinator.

Employees should immediately inform their supervisor or Administrative Coordinator about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

All staff will be provided annual training on the Workplace Violence Prevention Plan to include how to report concerns.

## SECTION 11 STANDARDS OF CONDUCT

### BRIDGES CHARTER SCHOOL Progressive Discipline Policy

Absent serious misconduct, the School shall utilize a discipline process which shall include the following progression as applicable: verbal warning/conference memo; written reprimand; suspension without pay; and release/termination. In determining the appropriate level of disciplinary action, the School shall consider the nature of the employee's prior misconduct, prior disciplinary action taken against the employee, and the employee's response to the disciplinary action.

Although employment for certain employees at the School is "at-will," meaning that either the employee or the School may terminate the employment relationship at any time, with or without cause or advance notice, the School shall utilize progressive discipline for at-will employees when appropriate, and for employees who have greater employment rights by contract.

- a. Verbal Warning(s)/Conference Memo(s): A verbal warning may result in a post-conference summary memorandum.

- b. Written Reprimand(s): Unless conduct warrants a reprimand in the first instance, a written reprimand shall not be used unless the employee has been verbally warned about similar actions within the last three (3) school years. The School, in its discretion, may also issue a performance improvement plan ("PIP") concurrent with the written reprimand.
- c. Suspension without Pay: The School, in its discretion, may choose to place the employee on unpaid suspension in lieu ~~of releasing~~ ~~of a releasing~~ an at-will employee, or terminating an employee for cause. However, placement on unpaid suspension does not bar the School from releasing or terminating the employee should disciplinary issues continue. The School, in its discretion, may also issue a PIP concurrent with the suspension.
- d. Release from At-Will Employment/Termination for Cause: Release from at-will employment or termination for cause shall be the final step of progressive discipline and shall generally be used only when prior steps of progressive discipline have failed, or unless the basis for the release/termination constitutes misconduct or significant unsatisfactory job performance.

Employees shall have the right to have a written response attached to any of the aforementioned disciplinary documents which shall be retained in the employee's ~~personnel file~~ ~~personnel file~~.

The School reserves the right in all instances to determine the appropriate level of disciplinary action, where progressive steps may not always be taken. Neither this policy nor any action taken or not taken by the School in relation to employee discipline alters the at-will nature of relationship at the School.

#### PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other Bridges Charter School staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Administration will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. ~~Clothing with slogans or messages other than those related to Bridges Charter School is not permitted.~~ If you are assigned a School uniform, your uniform must be clean and presentable when you report to work.

Commented [A24]: Consider adding.

#### DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Bridges Charter School that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

## STAFF-STUDENT INTERACTIONS

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

### Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

### Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

### Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Director or Assistant Director, along with the rationale therefore.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces

**Commented [A25]:** Per Education Code Section 44050, charter schools who maintain a section on employee interactions with pupils in its employee handbook shall do both of the following:

(1) provide a written copy of the section on employee interactions with pupils in its code of conduct to the parent or guardian of each enrolled pupil at the beginning of each school year.

(2) post the section on employee interactions with pupils in its code of conduct, or provide a link to it, on each of its schools’ Internet Web sites, in a manner that is accessible to the public without a password.

- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Director or Assistant Director and the student's parent or legal guardian

- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

#### Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Director or Assistant Director to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student

- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or coworkers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- *Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.*

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

#### Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Director or Assistant Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about,

student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

#### Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Director or Assistant Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

#### Investigating

Administration will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, Administration shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

**Commented [A26]:** Not required unless you want to keep it in.

#### Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

#### CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Administrative Coordinator. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Directors.



## PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused;
- Unauthorized use of school equipment, time, materials, facilities, or the school name.
- Use of cameras or other recording devices on School premises except as expressly authorized by the School.
- Sleeping or malingering on the job. Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work.

- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of Sick Leave
- Violation of the Acceptable Use Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Breaching Confidentiality;
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

#### CONFIDENTIAL INFORMATION

You may, during the course of your duties, ~~be advised duties be advised~~ of certain confidential business matters and affairs of the School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, personnel information and financial information. You shall not, either during your employment with the School or any time in the future, directly or indirectly:

Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;

- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the School;
- Without the written consent of the School, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the School, except to the extent required in the ordinary course of your duties.

Upon termination of employment, employees are required to immediately return to the school all property of the school in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the school.

Although some written and electronic materials owned by the school may be considered to be public records, employees must refer any person seeking school records or information to Administrative Coordinator for handling.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

### CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact Administration to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

**\*\*It is considered a conflict of interest for a staff member to provide tutoring or support services for a fee to any student enrolled at Bridges Charter School.**

### Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at Bridges Charter School. If you wish to participate in outside work activities you are required to obtain written approval from Administration prior to starting those activities.

Approval will be granted unless the activity conflicts with Bridges Charter School's interests. In general, outside work activities are not allowed when they:

Prevent you from performing work for which you are employed at Bridges Charter School.

- Involve organizations that are doing or seek to do business with Bridges Charter School including actual or potential vendors.
- Violate provisions of law or Bridges Charter School policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

**Commented [A27]:** You cannot prohibit employees from engaging in lawful off duty activities. While it is easier to ban exempt employees from working for other employers during their off hours (as their hours are not as set), you cannot easily do so for nonexempt employees unless the other employment would be a conflict.

Your obligations to Bridges Charter School must be given priority. Full time employees are hired and continue employment with the understanding that Bridges Charter School is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

#### **EXPENSE REIMBURSEMENT POLICY**

Bridges Charter School expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

Bridges Charter School does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. Bridges Charter School will not be responsible for fuel, maintenance, traffic or parking violations.

#### General guidelines

- Original receipts are required for reimbursement of all expenses.

These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the Director or Assistant Director. All expenses and summaries must be submitted within 30 days to Administrative Coordinator for payment.

#### Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent midsize ~~mid-sized~~ or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

**Commented [A28]:** Expense reimbursement is a big source of potential liability, particularly for failure to reimburse for use of cell phones. If your employees use personal cell phones to communicate for work or they use apps to log in or track their time or for other business purposes, you should be reimbursing a portion of the cost. Let's discuss further if your employees are using their cell phones for business purposes.

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses based on current state reimbursement standards. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses ~~incurred~~ ~~occurred~~ by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

## SECTION 12 SAFETY

### SUBSTANCE AND ALCOHOL POLICY

It is the intent of Bridges Charter School to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Administration who will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the School where alcohol is served or while entertaining clients and prospective clients of the School. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

**Commented [A29]:** We recommend consulting counsel before conducting such searches.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency. In addition, employees have an obligation to notify the School of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction. Failure to do so may result in discipline, up to and including termination.

Nothing in this policy is intended to prohibit the lawful use of marijuana while off-duty and away from the workplace. The School will not discriminate against any employee in the terms or conditions of employment for the lawful use of marijuana while off-duty and away from the workplace

**Commented [A30]:** NOTE TO CLIENT:

If you receive federal grants, this is required to be in your policy.

## SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, and vaping. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground.

## SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of ~~people~~ ~~persons~~ loitering for no apparent reason. All staff are ~~expected to~~ ~~expected~~ ~~dis~~ question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Custodian, other employees or call 911. Report any suspicious persons or activities to the office. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area.

## PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on Bridges Charter School property. Vehicle break-ins are on the rise throughout California. Be cautious: keep school property and/or personal possessions out of sight and lock

Bridges Charter School Employee Handbook

75 | Page

your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

#### USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct Bridges Charter School business must be insured by the employee's personal automobile insurer. Bridges Charter School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does Bridges Charter School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

#### PERSONAL PROPERTY

Bridges Charter School cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on Bridges Charter School's premises, including the parking area, or away from school property while on school business.

#### SAFETY POLICY

Bridges Charter School is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Administrative Coordinator immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the School is responsible, bring it to the attention of your supervisor or Administration immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact Administration regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Administrative Coordinator.

Bridges Charter School has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

#### ERGONOMICS

Bridges Charter School has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Administration.



## CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Administrative Coordinator. Bridges Charter School uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employees ~~Employee~~ must follow all labeling requirements.

## SECTION 13 TERMINATION

### VOLUNTARY TERMINATION

Bridges Charter School will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from Bridges Charter School; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to Bridges Charter School for three consecutive work days. Bridges Charter School requests that employees provide at least two weeks written notice of a voluntary termination. All Bridges Charter School property must be returned immediately upon terminating employment. Bridges Charter School retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

### INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of Bridges Charter School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, Bridges Charter School reserves the right to terminate an employee at any time, with or without advance notice and with or without cause.

### EXIT INTERVIEWS

Employees who leave employment at Bridges Charter School may be asked to take part in an exit interview with the Directors to communicate their challenges and growth while employed at Bridges Charter School. Information shared during an exit interview will be treated as confidential to the extent possible.

### VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Administrative Coordinator. Only the Administration and the Administrative Coordinator is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, Bridges Charter School will disclose only the dates of employment and the title of the last position held. Bridges Charter School will verify or disclose additional information about the employee only if the employee provides written authorization for Bridges Charter School to provide the information. However, Bridges Charter School will provide information about current or former employees as required by law or court order.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Bridges Charter School's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding Bridges Charter School's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of Bridges Charter School's policies.

Just as I am free to terminate the employment relationship with Bridges Charter School at any time, Bridges Charter School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and Bridges Charter School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Directors of Bridges Charter School, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Director or Assistant Director.

This is the entire agreement between Bridges Charter School and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with Bridges Charter School, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

Bridges Charter School reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than Bridges Charter School Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A--HARASSMENT COMPLAINT FORM

*It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.*

*If you are an employee of the School, you may file this form with the Executive Director or Board President.*

*Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.*

*Bridges Charter School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.*

*In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.*

*Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe sexually harassed you or someone else: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

---



---



---



---

---

---

---

---

---

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Print Name: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B--COMPLAINT FORM

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

---

---

---

---

---

---

---

---

---

---

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Date: \_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Print Name \_\_\_\_\_

# Coversheet

## Bridges Charter School 2023-2024 Unaudited Actuals

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	D. Bridges Charter School 2023-2024 Unaudited Actuals
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	BRIDGES 2023-24 Unaudited Actuals Budget Packet.pdf

***BRIDGES Charter School***

1335 Calle Bouganvilla  
Thousand Oaks, California 91360  
Phone (805) 492-3569  
[www.bridgescharter.org](http://www.bridgescharter.org)



***2023-2024 Unaudited Actuals***

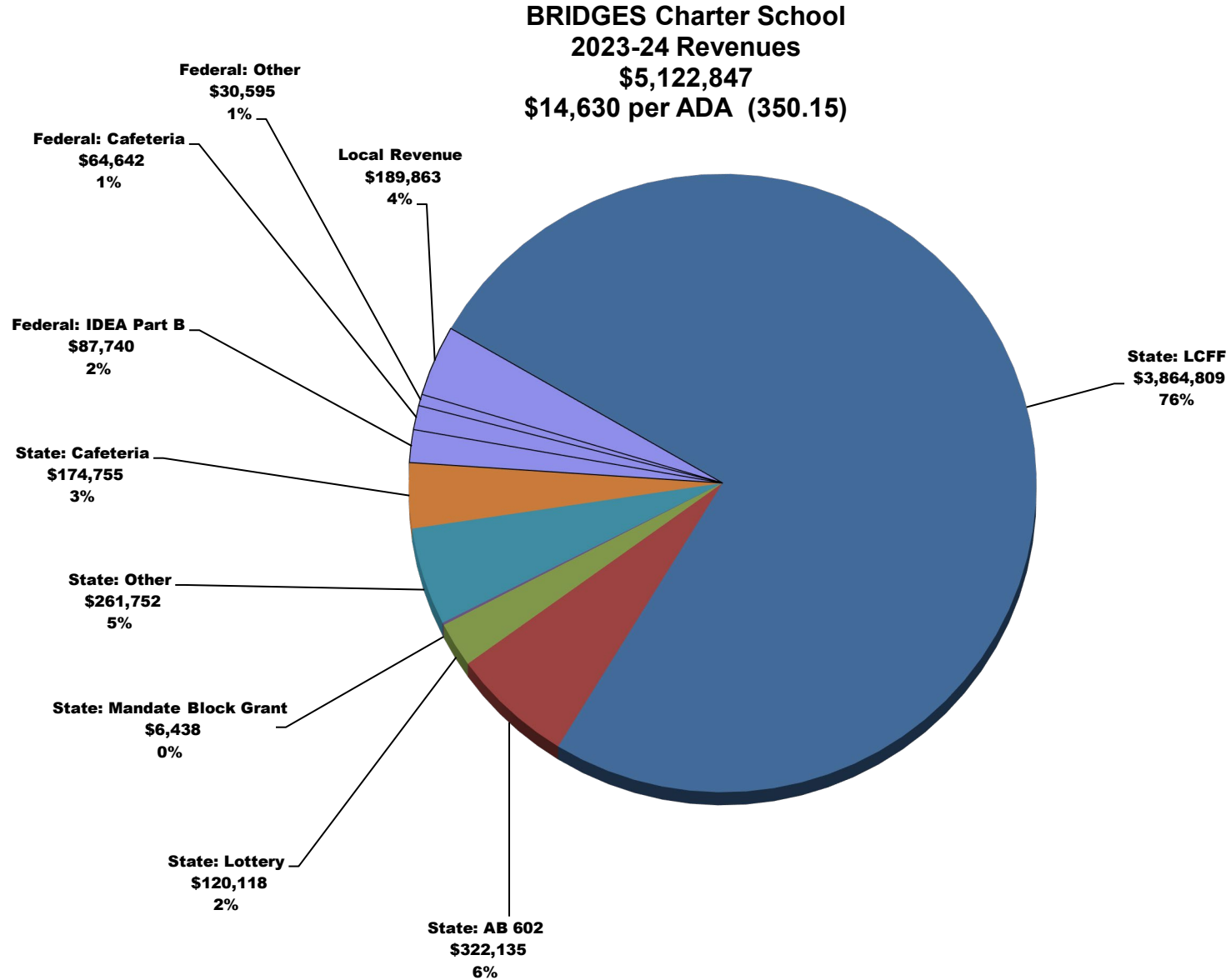
***Budget Detail***

Prepared By:  
Rudy Calasin  
Ventura County Schools Business Services Authority  
5100 Adolfo Drive  
Camarillo, CA 93012  
Phone: (805) 383-9317 Fax: (805) 383-1973  
e-mail: [rucalasin@vcoe.org](mailto:rucalasin@vcoe.org)

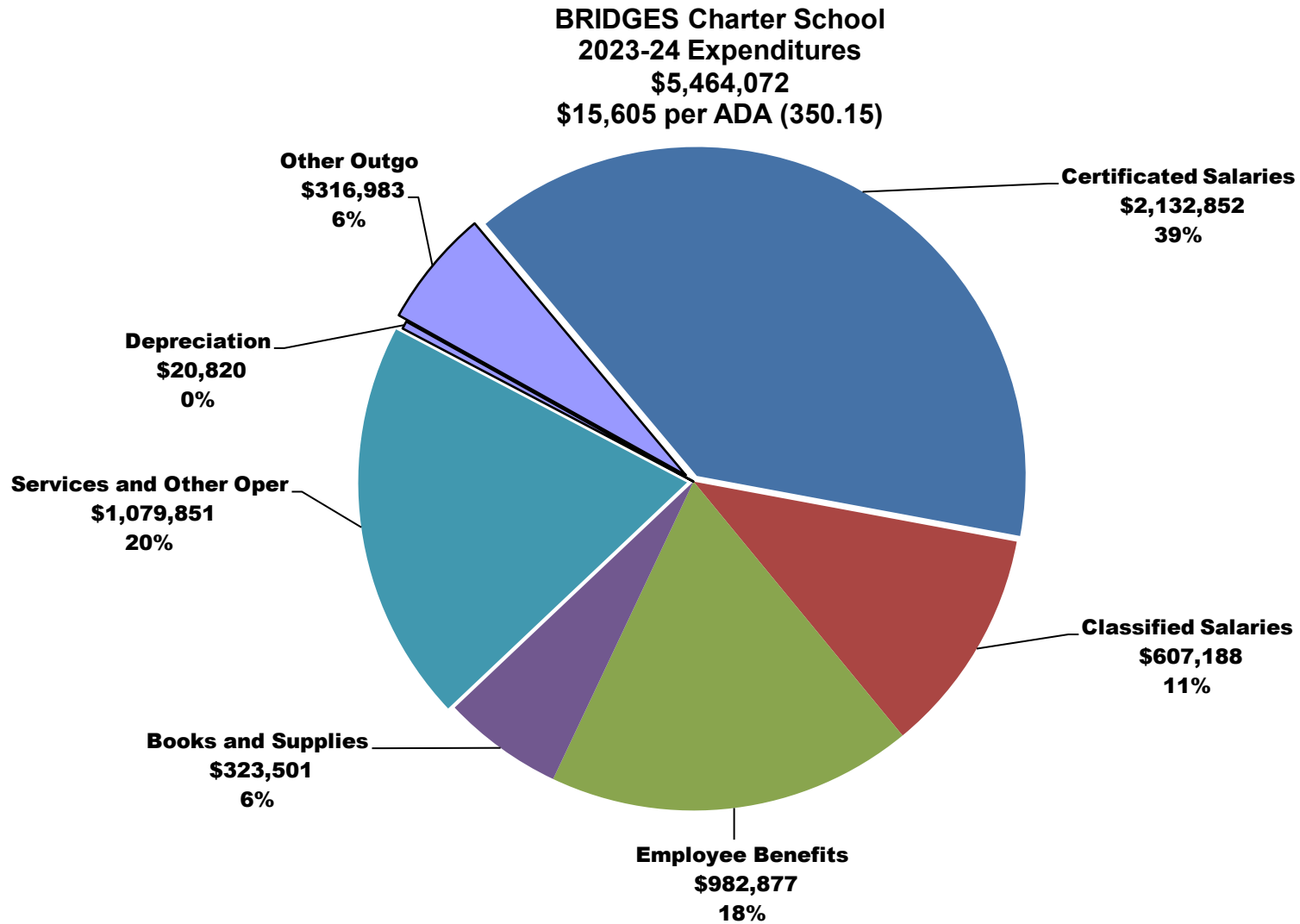


***BRIDGES Charter School***  
***2023-2024 Unaudited Actuals***  
***Budget Detail***  
***Table of Contents***

	<b>PAGE</b>
Revenue Detail . . . . .	3-4
Expenditure Detail . . . . .	5-11
Budget Summary . . . . .	12
Components of Ending Fund Balance . . . . .	13



	A	B	C	H	I	J	K
1	BRIDGES Charter School						
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24	2023/24	Unaudited Actuals vs	
4				Estimated	Unaudited	Estimated Actuals	
5	Object	Description	Comments	Actuals	Actuals	Amount	Change
6							%
7		<b>LCFF Sources</b>					
8	8011	LCFF State Aid		\$1,193,026	\$1,209,678	\$ 16,652	1.40%
9	8012	Education Protection Act (Prop 30)		70,030	70,030	-	0.00%
10	8019	LCFF	Prior Year Adjustments	(88,502)	(88,502)	-	0.00%
12	8096	In Lieu	Prior Year Adjustments	88,502	88,502	-	0.00%
13	8096	In Lieu	CVUSD	2,601,753	2,585,101	(16,652)	-0.64%
14		<b>Total LCFF Revenue Sources</b>		<b>\$3,864,809</b>	<b>\$3,864,809</b>	<b>\$ -</b>	<b>0.00%</b>
15		<b>Federal Sources</b>					
16	8181	Special Ed	IDEA Part B	\$ 87,740	\$ 87,740	\$ -	0.00%
17	8182	Special Ed	Special Ed Mental Health 3327	-	4,662	4,662	New
18	8220	Other Federal	School Breakfast Program 5310	20,064	20,371	307	1.53%
19	8220	Other Federal	School Lunch Program 5310	44,747	44,271	(476)	-1.06%
22	8290	Other Federal	Title I, Part A 3010 (includes P/Y)	10,847	11,153	306	2.82%
23	8290	Other Federal	Title II, Part A 4035	4,774	4,780	6	0.13%
24	8290	Other Federal	Title IV, Part A 4127	10,000	10,000	-	0.00%
35		<b>Total Federal Sources</b>		<b>\$ 178,172</b>	<b>\$ 182,977</b>	<b>\$ 4,805</b>	<b>2.70%</b>
36		<b>Other State Revenue</b>					
37	8550	Mandate Block Grant	Prior Year ADA x \$19.85	\$ 6,438	\$ 6,438	\$ -	0.00%
38	8560	Unrestricted Lottery	396.98 ADA * 1.04446 * \$177	64,732	77,313	12,581	19.44%
39	8560	Unrestricted Lottery	Prior Year Adjustments	9,372	1,785	(7,587)	-80.95%
40	8560	Restricted Lottery	396.98 ADA * 1.04446 * \$72	26,332	37,325	10,993	41.75%
41	8560	Restricted Lottery	Prior Year Adjustments	7,755	3,695	(4,060)	-52.35%
42	8520	Other State Revenue	School Breakfast Program 5310	56,211	56,735	524	0.93%
43	8520	Other State Revenue	School Lunch Program 5310	118,693	118,020	(673)	-0.57%
44	8590	Other State Revenue	Mental Health Services 6546	27,886	54,826	26,940	96.61%
45	8590	Other State Revenue	Arts and Music in Schools - Prop28	43,807	43,807	-	0.00%
46	8590	Other State Revenue	ELO Program 2600	72,256	72,267	11	0.02%
47	8590	Other State Revenue	UPK Planning & Implementation 6053	84,556	84,556	-	0.00%
	8590	Other State Revenue	Arts, Music, and Instructional Materials Discretionary Block Grant 6762	4,996	4,996	-	0.00%
51							
55	8590	Other State Revenue	Learning Recovery Block Grant 7435	136	136	-	0.00%
56	8590	Other State Revenue	Misc (Assessment Apportionment)	1,164	1,164	-	0.00%
57		<b>Total Other State Revenue</b>		<b>\$ 524,334</b>	<b>\$ 563,063</b>	<b>\$ 38,729</b>	<b>7.39%</b>
58		<b>Other Local Revenue</b>					
60	8660	Interest	Interest Income	\$ 40,000	\$ 77,813	\$ 37,813	94.53%
61	8699	Other Local Revenue	Misc 0000	18,968	25,477	6,509	34.32%
62	8699	Parent Advisory Council 0000	Student Council & Yearbook Stipends	4,400	4,400	-	0.00%
64	8699	Other Local Revenue	Donations 9080	1,000	1,000	-	0.00%
65	8699	Other Local Revenue	Extension Program 9081	25,000	22,829	(2,171)	-8.68%
67	8699	Other Local Revenue	Parent Funded Activities 9085	56,597	58,344	1,747	3.09%
68	8792	Apportionment Transfer SpEd	Based on P-2 ADA	322,238	322,135	(103)	-0.03%
69		<b>Total Other Local Revenue</b>		<b>\$ 468,203</b>	<b>\$ 511,998</b>	<b>\$ 43,795</b>	<b>9.35%</b>
70		<b>TOTAL REVENUES</b>		<b>\$5,035,518</b>	<b>\$5,122,847</b>	<b>\$ 87,329</b>	<b>1.73%</b>



	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24 Estimated Actuals	2023/24 Unaudited Actuals	Unaudited Actuals vs Estimated Actuals Change	
4						Amount	%
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>				
6		<b>Certificated Salaries</b>					
7	1100	Teachers	16.15 FTE Classroom Teachers, 2.51 FTE Home School Teachers, 1.00 FTE Resource Teacher	\$ 1,602,159	\$ 1,586,543	\$ (15,616)	-0.97%
8	1110	Teachers - Substitutes	Substitutes	55,925	45,582	(10,343)	-18.49%
9	1130/40	Teacher - Stipends/Extra Duty	Teacher Induction, Parent Night, Yearbook, Wolfpack, Homeschool Stipend, ELPAC, ELA/history Integration, Prep Days, Bilingual Stipend, Extra Duty Curriculum Devlpmt, Parent Info Mtg, Equity and Leadership Com, ESY Teacher, SIRAS Coordinator, Common Assessment Coordinator	67,334	54,864	(12,470)	-18.52%
10	1200	Certificated Support Salaries	.875 FTE Counselor	168,931	176,331	7,400	4.38%
11	1300	Administration	1.00 FTE Executive Director, 1.00 FTE Director Of Daily Operation, 1.00 FTE Director Of Student Support Services	273,089	269,532	(3,557)	-1.30%
13		<b>Total Certificated Salaries</b>		<b>\$ 2,167,438</b>	<b>\$ 2,132,852</b>	<b>\$ (34,586)</b>	<b>-1.60%</b>
14		<b>Classified Salaries</b>					
15	2100	Instructional Support	1.00 FTE PE Specialist, .39FTE Music Specialist, .70 FTE Art Specialist, .45 Homeschool Specialist, 1.815 Instructional Aide, 1.98 FTE Special Ed Paraeducator, 2.60 FTE Extensions, .08 FTE EL Liaison	\$ 302,476	\$ 294,112	\$ (8,364)	-2.77%
16	2200	Support	1.625 FTE Custodian, .30 FTE Librarian, 2.11 FTE Cafeteria	124,188	116,582	(7,606)	-6.12%

	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24 Estimated Actuals	2023/24 Unaudited Actuals	Unaudited Actuals vs Estimated Actuals Change	
4							
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>			<b>Amount</b>	<b>%</b>
17	2250	Support	Cafeteria Overtime	2,800	3,587	787	28.11%
18	2400	Clerical and Office	1.00 FTE Admin Coordinator, .8625 FTE Health Tech, .87 FTE Clerical Assistant, 0.31 FTE Info Tech Specialist	170,618	168,145	(2,473)	-1.45%
20	2*50	Misc. Classified	Extra Hours for PD, Extension, OT Office	23,100	24,762	1,662	7.19%
22		<b>Total Classified Salaries</b>		<b>\$ 623,182</b>	<b>\$ 607,188</b>	<b>\$ (15,994)</b>	<b>-2.57%</b>
23		<b>Benefits</b>					
24	3100	STRS (Retirement)	19.100%	\$ 411,416	\$ 396,472	\$ (14,944)	-3.63%
25	3200	PERS (Retirement)	27.050%	133,788	127,043	(6,745)	-5.04%
26	3301	Medicare	1.45% Medicare	31,259	30,870	(389)	-1.24%
27	3302	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	46,945	45,534	(1,411)	-3.01%
28	3401	Health and Welfare	\$17,873 per FTE	313,560	312,289	(1,271)	-0.41%
29	3402	Health and Welfare	\$17,873 per FTE	50,796	50,599	(197)	-0.39%
30	3500	SUI	0.05%	1,377	1,336	(41)	-2.98%
31	3600	Workers' Comp	1.024%	28,602	18,734	(9,868)	-34.50%
32		<b>Total Benefits</b>		<b>\$ 1,017,743</b>	<b>\$ 982,877</b>	<b>\$ (34,866)</b>	<b>-3.43%</b>
33		<b>Books and Supplies</b>					
34	4100	Textbooks	Textbooks R0000/6300	\$ 18,555	\$ 18,409	\$ (146)	-0.79%
35	4300	Materials and Supplies	Instructional Supplies - R0000/6300, F1000	76,112	63,649	(12,463)	-16.37%
36	4300	Materials and Supplies	Home School - Instructional Supplies R0000, G3300, F1000	20,402	17,056	(3,346)	-16.40%
37	4300	Materials and Supplies	School Administration F2700	16,530	19,166	2,636	15.95%
38	4300	Materials and Supplies	Health Services F3140	1,000	707	(293)	-29.30%
39	4300	Materials and Supplies	Board F7100	50	-	(50)	-100.00%
40	4300	Materials and Supplies	Maintenance and Operations F8100	10,560	9,295	(1,265)	-11.98%
42	4300	Materials and Supplies	Instructional Materials R2600	-	2,491	2,491	New
43	4300	Materials and Supplies	Special Ed Supplies R3310/6500	4,000	2,173	(1,827)	-45.68%

	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24 Estimated Actuals	2023/24 Unaudited Actuals	Unaudited Actuals vs Estimated Actuals Change	
4							
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>			<b>Amount</b>	<b>%</b>
44	4300	Materials and Supplies	Title IV R4127	10,000	10,000	-	0.00%
45	4300	Materials and Supplies	Child Nutrition R5310	5,898	5,879	(19)	-0.32%
46	4300	Materials and Supplies	TK Program R6053 F1000	-	4,710	4,710	New
47	4300	Materials and Supplies	Art&Music In School R6770	-	39	39	New
48	4300	Materials and Supplies	Extensions R9081	-	91	91	New
49	4300	Materials and Supplies	Supplies R9085&9084	707	784	77	10.89%
50	4400	Non-capitalized Equipment	Table for Library	6,890	6,890	-	0.00%
51	4400	Non-capitalized Equipment	Laptops F2700	1,352	1,386	34	2.51%
53	4400	Non-capitalized Equipment	TK Program R6053 F1000	2,672	2,672	-	0.00%
54	4400	Non-capitalized Equipment	Cafeteria R5310	8,422	8,422	-	0.00%
56	4700	Food	Cafeteria R5310 (Breakfast)	45,123	41,538	(3,585)	-7.94%
57	4700	Food	Cafeteria R5310 (Lunch)	110,274	100,153	(10,121)	-9.18%
58	4700	Food	Extensions R9081/2600	12,727	7,991	(4,736)	-37.21%
59		<b>Total Books and Supplies</b>		<b>\$ 351,274</b>	<b>\$ 323,501</b>	<b>\$ (27,773)</b>	<b>-7.91%</b>
60							
61		<b>Other Services and Operating</b>					
62	5100	Subagreements		\$ -	\$ 35,379	\$ 35,379	New
63		<b>Total Subagreements</b>		<b>\$ -</b>	<b>\$ 35,379</b>	<b>\$ 35,379</b>	<b>New</b>
64							
65	5200	Travel and Conference	Mileage - Home School G3300, F1000	\$ 500	\$ -	\$ (500)	-100.00%
66	5200	Travel and Conference	Mileage reimbursement F2700/1000	500	4,781	4,281	856.20%
67	5220	Travel and Conference	Staff Development - Instructional Staff F1000	4,559	4,163	(396)	-8.69%
68	5220	Travel and Conference	Staff Development - home School G3300, F1000	1,000	-	(1,000)	-100.00%

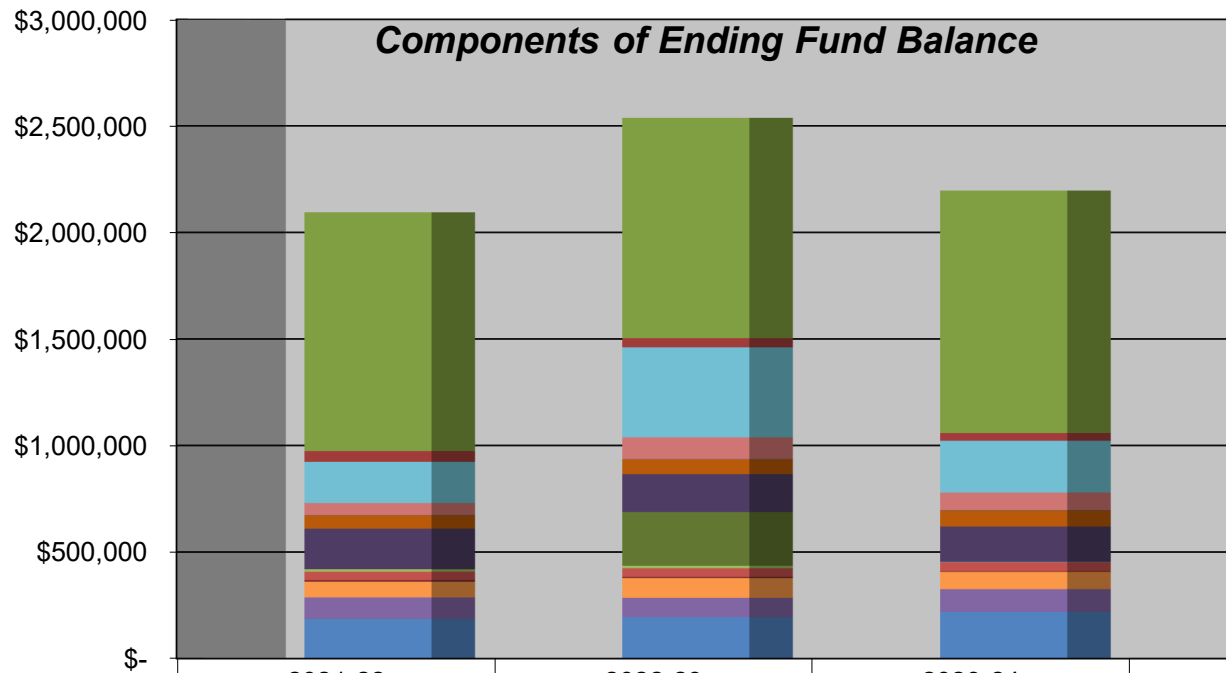
	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24	2023/24	Unaudited Actuals vs	
4				Estimated	Unaudited	Estimated Actuals	
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Change</b>	
69	5220	Travel and Conference	Staff Development - Admin F2700	3,500	545	(2,955)	-84.43%
73		<b>Total Travel and Conference</b>		<b>\$ 10,059</b>	<b>\$ 9,489</b>	<b>\$ (570)</b>	<b>-5.67%</b>
74	5300	Dues and Memberships		\$ 6,465	\$ 5,285	\$ (1,180)	-18.25%
75		<b>Total Dues and Memberships</b>		<b>\$ 6,465</b>	<b>\$ 5,285</b>	<b>\$ (1,180)</b>	<b>-18.25%</b>
76							
77	5450	Insurance	Liability Insurance - Charter Safe	\$ 62,832	\$ 62,832	\$ -	0.00%
78		<b>Total Insurance</b>		<b>\$ 62,832</b>	<b>\$ 62,832</b>	<b>\$ -</b>	<b>0.00%</b>
79	5501	Utilities	Gas	\$ 5,745	\$ 2,507	\$ (3,238)	-56.36%
80	5502	Utilities	Electricity	50,860	32,879	(17,981)	-35.35%
81	5502	Utilities	Electricity Refund	-	(19,133)	(19,133)	New
82	5504	Utilities	Water R0000	40,400	27,000	(13,400)	-33.17%
83	5504	Utilities	Water R9081	100	-	(100)	-100.00%
84							
85		<b>Total Utilities</b>		<b>\$ 97,105</b>	<b>\$ 43,253</b>	<b>\$ (53,852)</b>	<b>-55.46%</b>
88	5600	Lease	Copier Lease F2700 (Doc Systems, Cannon	\$ 20,381	\$ 20,380	\$ (1)	0.00%
89	5600	Facilities	Facility Maintenance F8100	500	-	(500)	-100.00%
90	5600	Facilities	Facility Rent (CVUSD) F8700	187,003	187,003	-	0.00%
91		<b>Total Leases, Rentals and Repairs</b>		<b>\$ 207,884</b>	<b>\$ 207,383</b>	<b>\$ (501)</b>	<b>-0.24%</b>
	5800	Professional Services	Instructional Services F1000 (Garden, Music Specialist, Misc. Instructional Services, NWEA)	\$ 51,963	\$ 25,308	\$ (26,655)	-51.30%
92							
93	5800	Professional Services	Technology Support 0TEC	5,384	5,484	100	1.86%
	5800	Professional Services	Enrichment Contracts, Online resources, Advertising - Home School G3300, F1000	6,187	3,716	(2,471)	-39.94%
94							
95	5800	Professional Services	School Administration F2700	33,619	33,018	(601)	-1.79%
96	5800	Professional Services	Health Services F3140	10,000	11,100	1,100	11.00%
98	5800	Professional Services	Annual Health Permit F3700	800	693	(107)	-13.38%



	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24	2023/24	Unaudited Actuals vs	
4				Estimated	Unaudited	Estimated Actuals	
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Change</b>	
						<b>Amount</b>	<b>%</b>
99	5800	Professional Services	Board Services F7100 (Staff Development, Board On Track, Compensatory Tutors - \$5,500)	11,210	11,875	665	5.93%
100	5800	Professional Services	General Administration F7200 (Web Design, Advertising, Marketing)	32,411	35,792	3,381	10.43%
101	5800	Professional Services	Oversight Fee 1% F7600	38,648	38,648	-	0.00%
102	5800	Professional Services	Security System F8100	18,763	15,929	(2,834)	-15.10%
104	5800	Materials and Supplies	Supplemental R0709 (Parsec)	14,788	31,496	16,708	112.98%
105	5800	Professional Services	Enrichment Contracts, R2600 G8500 (Art Center, BEP Provision)	5,270	5,270	-	0.00%
106	5800	Professional Services	Special Ed Contracts - (e.g. IEP, Speech/ Language, Psychological service, Hearing services, Occupational Therapy) R3310/6500	135,350	75,410	(59,940)	-44.29%
108	5800	Professional Services	Special Ed Mental Health Contracts, R3327	-	4,443	4,443	New
109	5800	Professional Services	Active Shooter Training/Induction R6266	21,643	21,642	(1)	0.00%
110	5800	Professional Services	Special Ed Mental Health Contracts, R6546	-	14,353	14,353	New
111	5800	Professional Services	Lottery R6300 F1000	-	891	891	New
112	5800	Professional Services	Art & Music In School R6770	-	2,400	2,400	New
115	5800	Professional Services	Parent Funded Activities (includes field trips) R9085	58,188	56,101	(2,087)	-3.59%
116	5800	Professional Services	ERC Cruz Bay Media LLC R9086 refund	-	(43,456)	(43,456)	New
118	5801	Professional Services	Audit Cost	19,793	13,010	(6,783)	-34.27%
119	5803	Professional Services	BSA Fees	325,055	306,590	(18,465)	-5.68%
120	5804	Professional Services	TB Test & Fingerprints F7200	1,000	1,223	223	22.30%
121	5804	Professional Services	TB Test & Fingerprints - Home School G3300, F1000	100	-	(100)	-100.00%
122	5805	Professional Services	Transportation R0000/R9085	26,895	20,869	(6,026)	-22.41%

	A	B	C	H	I	J	K
2	Based on Governor's 2023-24 Budget Proposal						
3				2023/24	2023/24	Unaudited Actuals vs	
4				Estimated	Unaudited	Estimated Actuals	
5	<b>Object</b>	<b>Description</b>	<b>Comments</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Change</b>	
						<b>Amount</b>	<b>%</b>
124	5899	Professional Services	Legal Fees	20,200	18,900	(1,300)	-6.44%
125		<b>Total Professional Services</b>		<b>\$ 837,267</b>	<b>\$ 710,705</b>	<b>\$ (126,562)</b>	<b>-15.12%</b>
126	5901	Communication	Phone R0000, F2700	\$ 1,920	\$ 1,560	\$ (360)	-18.75%
127	5901	Communication	Phone - Homeschool G3300, F2700	100	-	(100)	-100.00%
128	5901	Communication	Phone R2600	1,500	1,862	362	24.13%
129	5901	Communication	Phone R9081	1,296	-	(1,296)	-100.00%
130	5902	Communication	Internet	1,340	1,363	23	1.72%
131	5903	Communication	Postage R0000, F2700	500	629	129	25.80%
132	5903	Communication	Postage - Homeschool G3300, F2700	104	111	7	6.73%
133		<b>Total Communication</b>		<b>\$ 6,760</b>	<b>\$ 5,525</b>	<b>\$ (1,235)</b>	<b>-18.27%</b>
134		<b>Total Other Services and Operating</b>		<b>\$ 1,228,372</b>	<b>\$ 1,079,851</b>	<b>\$ (148,521)</b>	<b>-12.09%</b>
135		<b>Depreciation</b>					
136	6900	Depreciation	Building Improvements, Interactive Displays	\$ 20,820	\$ 20,820	\$ -	0.00%
137		<b>Total Equip. and Depr.</b>		<b>\$ 20,820</b>	<b>\$ 20,820</b>	<b>\$ -</b>	<b>0.00%</b>
138		<b>Other Outgo</b>					0.00%
140	7699	All Other Financing Uses	Contingent Liability on ERC Funding	\$ -	\$ 316,983	\$ 316,983	New
141		<b>Total Other Outgo</b>		<b>\$ -</b>	<b>\$ 316,983</b>	<b>\$ 316,983</b>	<b>New</b>
142		<b>TOTAL EXPENDITURES</b>		<b>\$ 5,408,829</b>	<b>\$ 5,464,072</b>	<b>\$ 55,243</b>	<b>1.02%</b>

	A	B	C	H	I	J	K
1	BRIDGES Charter School						
2	Based on Governor's 2023-24 Budget Proposal						
3			2023/24	2023/24	Unaudited Actuals vs		
4			Estimated	Unaudited	Estimated Actuals		
5	Object	Description	Actuals	Actuals	Amount	%	Change
6			Enrollment	Enrollment			
			382	382			
		REVENUES:					
	8010-8099	Local Control Funding Formula Sources	\$ 3,864,809	\$ 3,864,809	\$ -	0.00%	
7							
8	8100-8299	Federal Revenue	178,172	182,977	4,805	2.70%	
9	8300-8599	Other State	524,334	563,063	38,729	7.39%	
10	8600-8799	Other Local	468,203	511,998	43,795	9.35%	
11		TOTAL REVENUES	\$ 5,035,518	\$ 5,122,847	\$ 87,329	1.73%	
12		EXPENDITURES					
	1000-1999	Certificated Salaries	\$ 2,167,438	\$ 2,132,852	\$ (34,586)	-1.60%	
13							
	2000-2999	Classified Salaries	623,182	607,188	(15,994)	-2.57%	
14							
15	3000-3999	Employee Benefits	1,017,743	982,877	(34,866)	-3.43%	
16	4000-4999	Books and Supplies	351,274	323,501	(27,773)	-7.91%	
17	5000-5999	Services and Other Operating	1,228,372	1,079,851	(148,521)	-12.09%	
18	6000-6999	Depreciation	20,820	20,820	-	0.00%	
19	7000-7999	Other Outgo	-	316,983	316,983	New	
20		TOTAL EXPENDITURES	\$ 5,408,829	\$ 5,464,072	\$ 55,243	1.02%	
21		NET INCREASE/(DECREASE)	\$ (373,311)	\$ (341,225)	\$ 32,086	-8.59%	
22	9791	Beginning Balance	\$ 2,537,662	\$ 2,537,662	\$ -	0.00%	
23		ENDING FUND BALANCE	\$ 2,164,351	\$ 2,196,437	\$ 32,086	1.48%	
24		COMPONENTS OF ENDING FUND BALANCE					
25	9797	R2600 ELO Program	\$ 20,950	\$ 31,686	\$ 10,736	51.25%	
26	9797	R5310 Child Nutrition Program	50,097	81,310	31,213	62.31%	
27	9797	R6266 Educator Effectiveness	-	4,218	4,218	New	
28	9797	R6300 Legally Rest. Lottery	103,178	107,114	3,936	3.81%	
30	9797	R6546 Special Mental Health Services	-	21,273	21,273	New	
32	9797	R6762 Arts, Music & IM	-	185,915	185,915	New	
33	9797	R6770 Art & Music In School	-	1,781	1,781	New	
38	9797	R7435 Learning Recovery Emergency	62,730	-	(62,730)	-100.00%	
40	9797	R9078 Misc Equipment (Depreciation)	3,665	3,666	1	0.03%	
41	9797	R9080 Donations	41,682	41,682	-	0.00%	
42	9797	R9081 Extensions	36,129	-	(36,129)	-100.00%	
43	9797	R9084 Garden Grant	1,313	1,222	(91)	-6.93%	
44	9797	R9085 Parent Funded Activities	72,034	82,025	9,991	13.87%	
45	9797	R9086 ERC Employees Retention Credit	252,131	-	(252,131)	-100.00%	
46	9796	Economic Uncert. (Greater of 4% or \$66K)	216,353	218,563	2,210	1.02%	
47		Economic Uncert. %	4.00%	4.00%	-	0.00%	
49	9790	R0060 Mandate Block Grant	76,048	76,048	-	0.00%	
50	9790	R0062 Cal Clean Depreciation	165,422	165,422	-	0.00%	
52	9796	R0000 Depreciation	36,397	36,397	-	0.00%	
53	9790	R0000 Undesignated	1,026,222	1,138,115	111,893	10.90%	
54		ENDING FUND BALANCE	\$ 2,164,351	\$ 2,196,437	\$ 32,086	1.48%	



	2021-22	2022-23	2023-24
Undesignated	\$1,120,841	\$1,034,060	\$1,138,115
Depreciation	\$50,247	\$43,050	\$36,397
Other State	\$193,466	\$422,779	\$243,092
Parent Funded Activities	\$56,119	\$101,729	\$82,025
Garden Grant	\$1,313	\$1,313	\$1,222
Mandate Block Grant	\$62,897	\$69,610	\$76,048
E-Rate	\$360	\$-	\$-
Prop 39 Depreciation	\$189,929	\$177,675	\$165,422
Employee Retention Credit	\$-	\$252,131	\$-
Art & Music In School	\$-	\$-	\$1,781
Extensions Program	\$11,494	\$11,494	\$-
PAC 9080	\$39,746	\$40,682	\$41,682
Misc Equip Depreciation	\$7,490	\$5,578	\$3,666
Child Nutrition Program	\$73,808	\$92,816	\$81,310
Restricted Lottery	\$100,740	\$90,174	\$107,114
Economic Uncertainties	\$185,890	\$194,571	\$218,563

# Unaudited Actuals Certification

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actual**  
**FINANCIAL REPORT**  
**2023-24 Unaudited Actuals**  
**Charter School Certification**

**56 10561 0121756**  
**Form CA**  
**E8AYRRXZ4K(2023-24)**

Charter Number: 1203

To the entity that approved the charter school:

2023-24 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____	Date: _____
Charter School Official	
(Original signature required)	
Printed Name: Kelly Simon, PhD	Title: Executive Director

To the County Superintendent of Schools:

2023-24 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____	Date: _____
Authorized Representative of	
Charter Approving Entity	
(Original signature required)	
Printed Name: _____	Title: _____

To the Superintendent of Public Instruction:

2023-24 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____	Date: _____
County Superintendent/Designee	
(Original signature required)	

For additional information on the unaudited actual financial report, please contact:

For Approving Entity:

Lisa Cline

Name

Executive Director

Title

805-383-1942

Telephone

lcline@vcoe.org

E-mail Address

For Charter School:

Tami Peterson

Name

Chief Business Official

Title

805-383-1972

Telephone

tpeterson@vcoe.org

E-mail Address

# Table of Contents

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**TABLE OF CONTENTS**

**56 10561 0121756**  
**Form TC**  
**E8AYRRXZ4K(2023-24)**

G = General  
 Ledger Data; S =  
 Supplemental  
 Data

Data Supplied For:			
Form	Description	2023-24 Unaudited Actuals	2024-25 Budget
01	General Fund/County School Service Fund	G	
08	Student Activity Special Revenue Fund		
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Special Revenue Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
19	Foundation Special Revenue Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund		
25	Capital Facilities Fund		
30	State School Building Lease-Purchase Fund		
35	County School Facilities Fund		
40	Special Reserve Fund for Capital Outlay Projects		
49	Capital Project Fund for Blended Component Units		
51	Bond Interest and Redemption Fund		



52	Debt Service Fund for Blended Component Units		
53	Tax Override Fund		
56	Debt Service Fund		
57	Foundation Permanent Fund		
61	Cafeteria Enterprise Fund		
62	Charter Schools Enterprise Fund	G	G
63	Other Enterprise Fund		
66	Warehouse Revolving Fund		
67	Self-Insurance Fund		
71	Retiree Benefit Fund		
73	Foundation Private-Purpose Trust Fund		
76	Warrant/Pass- Through Fund		
95	Student Body Fund		
A	Average Daily Attendance	S	S
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals	S	
DEBT	Schedule of Long-Term Liabilities	GS	
ESMOE	Every Student Succeeds Act Maintenance of Effort	GS	
ICR	Indirect Cost Rate Worksheet	S	
L	Lottery Report	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	
PCR	Program Cost Report	GS	

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
TABLE OF CONTENTS

56 10561 0121756  
Form TC  
E8AYRRXZ4K(2023-24)

SEAS	Special Education Revenue Allocations Setup (SELPA Selection)	S	S
SIAA	Summary of Interfund Activities - Actuals		

# Fund 620

## Charter Schools

## Enterprise Fund

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Object

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	3,864,809.00	4,392,746.00	13.7%
2) Federal Revenue		8100-8299	182,977.15	178,172.00	-2.6%
3) Other State Revenue		8300-8599	563,062.56	414,445.00	-26.4%
4) Other Local Revenue		8600-8799	511,997.94	371,638.00	-27.4%
5) TOTAL, REVENUES			5,122,846.65	5,357,001.00	4.6%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	2,132,852.25	2,214,554.00	3.8%
2) Classified Salaries		2000-2999	607,187.62	657,296.00	8.3%
3) Employee Benefits		3000-3999	982,877.55	1,095,473.00	11.5%
4) Books and Supplies		4000-4999	323,500.74	366,697.00	13.4%
5) Services and Other Operating Expenses		5000-5999	1,079,851.16	1,239,096.00	14.7%
6) Depreciation and Amortization		6000-6999	20,819.61	20,820.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			5,147,088.93	5,593,936.00	8.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(24,242.28)	(236,935.00)	877.4%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	316,983.36	0.00	-100.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(316,983.36)	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			(341,225.64)	(236,935.00)	-30.6%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	2,537,661.89	2,196,436.25	-13.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,537,661.89	2,196,436.25	-13.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,537,661.89	2,196,436.25	-13.4%
2) Ending Net Position, June 30 (E + F1e)			2,196,436.25	1,959,501.25	-10.8%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	205,483.80	253,501.00	23.4%
b) Restricted Net Position		9797	561,892.80	473,398.80	-15.7%
c) Unrestricted Net Position		9790	1,429,059.65	1,232,601.45	-13.7%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,869,832.07		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	500.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	3,809.95		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	354,378.32		
4) Due from Grantor Government		9290	308,329.29		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	7,371.13		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Object

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	270,125.25		
e) Accumulated Depreciation - Buildings		9435	(90,150.68)		
f) Equipment		9440	74,082.22		
g) Accumulated Depreciation - Equipment		9445	(48,572.99)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	29,639.55		
j) Accumulated Amortization-Lease Assets		9465	(17,805.63)		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			2,761,538.48		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	552,252.71		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	1,015.60		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	11,833.92		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			565,102.23		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
(must agree with line F2) (G11 + H2) - (I7 + J2)			2,196,436.25		
<b>LCFF SOURCES</b>					
Principal Apportionment					
State Aid - Current Year		8011	1,209,678.00	1,720,963.00	42.3%
Education Protection Account State Aid - Current Year		8012	70,030.00	70,030.00	0.0%
State Aid - Prior Years		8019	(88,502.00)	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	2,673,603.00	2,601,753.00	-2.7%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			3,864,809.00	4,392,746.00	13.7%
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	87,740.00	87,740.00	0.0%
Special Education Discretionary Grants		8182	4,662.00	0.00	-100.0%
Child Nutrition Programs		8220	64,641.97	64,811.00	0.3%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	11,153.18	10,847.00	-2.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	4,780.00	4,774.00	-0.1%
Title III, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Object

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	10,000.00	10,000.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			182,977.15	178,172.00	-2.6%
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	174,754.41	174,904.00	0.1%
Mandated Costs Reimbursements		8550	6,438.00	6,950.00	8.0%
Lottery - Unrestricted and Instructional Materials		8560	120,119.04	95,868.00	-20.2%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	261,751.11	136,723.00	-47.8%
TOTAL, OTHER STATE REVENUE			563,062.56	414,445.00	-26.4%
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	244.10	0.00	-100.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	82,390.15	10,000.00	-87.9%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	107,228.69	39,400.00	-63.3%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	322,135.00	322,238.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			511,997.94	371,638.00	-27.4%
TOTAL, REVENUES			5,122,846.65	5,357,001.00	4.6%
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	1,686,987.91	1,767,875.00	4.8%
Certificated Pupil Support Salaries		1200	176,332.35	179,651.00	1.9%
Certificated Supervisors' and Administrators' Salaries		1300	269,531.99	267,028.00	-0.9%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,132,852.25	2,214,554.00	3.8%

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Object

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	310,402.67	335,934.00	8.2%
Classified Support Salaries		2200	126,518.12	151,307.00	19.6%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	170,266.83	170,055.00	-0.1%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			607,187.62	657,296.00	8.3%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	396,471.96	422,363.00	6.5%
PERS		3201-3202	127,043.49	150,179.00	18.2%
OASDI/Medicare/Alternative		3301-3302	76,403.78	82,138.00	7.5%
Health and Welfare Benefits		3401-3402	362,887.70	409,949.00	13.0%
Unemployment Insurance		3501-3502	1,335.67	1,423.00	6.5%
Workers' Compensation		3601-3602	18,734.95	29,421.00	57.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			982,877.55	1,095,473.00	11.5%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	18,408.70	19,112.00	3.8%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	136,040.41	174,799.00	28.5%
Noncapitalized Equipment		4400	19,370.02	0.00	-100.0%
Food		4700	149,681.61	172,786.00	15.4%
TOTAL, BOOKS AND SUPPLIES			323,500.74	366,697.00	13.4%
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	35,379.07	0.00	-100.0%
Travel and Conferences		5200	9,489.37	10,316.00	8.7%
Dues and Memberships		5300	5,285.00	6,659.00	26.0%
Insurance		5400-5450	62,831.69	64,717.00	3.0%
Operations and Housekeeping Services		5500	43,253.08	98,492.00	127.7%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	207,382.69	216,872.00	4.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	710,705.62	835,077.00	17.5%
Communications		5900	5,524.64	6,963.00	26.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,079,851.16	1,239,096.00	14.7%
<b>DEPRECIATION AND AMORTIZATION</b>					
Depreciation Expense		6900	20,819.61	20,820.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			20,819.61	20,820.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			5,147,088.93	5,593,936.00	8.7%

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Object

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	316,983.36	0.00	-100.0%
(d) TOTAL, USES			316,983.36	0.00	-100.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(316,983.36)	0.00	-100.0%



BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Function

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals	2024-25 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	3,864,809.00	4,392,746.00	13.7%
2) Federal Revenue		8100-8299	182,977.15	178,172.00	-2.6%
3) Other State Revenue		8300-8599	563,062.56	414,445.00	-26.4%
4) Other Local Revenue		8600-8799	511,997.94	371,638.00	-27.4%
5) TOTAL, REVENUES			5,122,846.65	5,357,001.00	4.6%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		3,164,630.04	3,351,587.00	5.9%
2) Instruction - Related Services	2000-2999		927,258.73	972,828.00	4.9%
3) Pupil Services	3000-3999		465,536.33	530,847.00	14.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		227,490.53	299,605.00	31.7%
8) Plant Services	8000-8999		362,173.30	439,069.00	21.2%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			5,147,088.93	5,593,936.00	8.7%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(24,242.28)	(236,935.00)	877.4%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	316,983.36	0.00	-100.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(316,983.36)	0.00	-100.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			(341,225.64)	(236,935.00)	-30.6%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	2,537,661.89	2,196,436.25	-13.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,537,661.89	2,196,436.25	-13.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,537,661.89	2,196,436.25	-13.4%
2) Ending Net Position, June 30 (E + F1e)			2,196,436.25	1,959,501.25	-10.8%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	205,483.80	253,501.00	23.4%
b) Restricted Net Position		9797	561,892.80	473,398.80	-15.7%
c) Unrestricted Net Position		9790	1,429,059.65	1,232,601.45	-13.7%

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Exhibit: Restricted Net Position Detail

56 10561 0121756  
Form 62  
E8AYRRXZ4K(2023-24)

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
2600	Expanded Learning Opportunities Program	31,686.14	10,736.14
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	81,309.99	67,969.99
6266	Educator Effectiveness, FY 2021-22	4,218.39	4,218.39
6300	Lottery: Instructional Materials	107,113.54	113,143.54
6546	Mental Health-Related Services	21,273.28	21,273.28
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	185,914.82	185,914.82
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	1,781.42	1,781.42
9010	Other Restricted Local	128,595.22	68,361.22
Total, Restricted Net Position		561,892.80	473,398.80

# Average Daily Attendance

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

2023-24 Unaudited Actuals  
AVERAGE DAILY ATTENDANCE

56 10561 0121756  
Form A  
E8AYRRXZ4K(2023-24)

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>5. District Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>7. Adults in Correctional Facilities</b>						
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

2023-24 Unaudited Actuals  
AVERAGE DAILY ATTENDANCE

56 10561 0121756  
Form A  
E8AYRRXZ4K(2023-24)

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education Grant ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2. District Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. Adults in Correctional Facilities</b>						
<b>5. County Operations Grant ADA</b>						
<b>6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>						
<b>2. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>	350.15	350.86	350.15	396.98	396.98	396.98
<b>6. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>	350.15	350.86	350.15	396.98	396.98	396.98
<b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>	350.15	350.86	350.15	396.98	396.98	396.98

# Schedule of Capital Assets

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24 Unaudited Actuals  
Schedule of Capital Assets

56 10561 0121756  
Form ASSET  
E8AYRRXZ4K(2023-24)

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
<b>Governmental Activities:</b>						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net excluding lease and subscription assets	0.00	0.00	0.00	0.00	0.00	0.00
Lease Assets			0.00			0.00
Accumulated amortization for lease assets			0.00			0.00
Total lease assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00
<b>Business-Type Activities:</b>						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	270,125.25		270,125.25			270,125.25
Equipment	74,082.22		74,082.22			74,082.22
Total capital assets being depreciated	344,207.47	0.00	344,207.47	0.00	0.00	344,207.47
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(76,935.08)		(76,935.08)	(13,215.60)		(90,150.68)
Equipment	(40,968.98)		(40,968.98)	(7,604.01)		(48,572.99)
Total accumulated depreciation	(117,904.06)	0.00	(117,904.06)	(20,819.61)	0.00	(138,723.67)
Total capital assets being depreciated, net excluding lease and subscription assets	226,303.41	0.00	226,303.41	(20,819.61)	0.00	205,483.80
Lease Assets	29,639.55		29,639.55			29,639.55
Accumulated amortization for lease assets	(13,770.63)		(13,770.63)	(4,035.00)		(17,805.63)
Total lease assets, net	15,868.92	0.00	15,868.92	(4,035.00)	0.00	11,833.92
Subscription Assets			0.00			0.00
Accumulated amortization for subscription assets			0.00			0.00
Total subscription assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	242,172.33	0.00	242,172.33	(24,854.61)	0.00	217,317.72



# Schedule of Long-Term Liabilities

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24 Unaudited Actuals  
Schedule of Long-Term Liabilities

56 10561 0121756  
Form DEBT  
E8AYRRXZ4K(2023-24)

Description	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
<b>Governmental Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Governmental activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Business-Type Activities:</b>							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Leases Payable	15,868.92		15,868.92	(4,035.00)		11,833.92	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Subscription Liability			0.00			0.00	
Business-type activities long-term liabilities	15,868.92	0.00	15,868.92	(4,035.00)	0.00	11,833.92	0.00

# Form ESMOE

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**Every Student Succeeds Act Maintenance of Effort**  
**Expenditures**

**56 10561 0121756**  
**Form ESMOE**  
**E8AYRRXZ4K(2023-24)**

Section I - Expenditures	Funds 01, 09, and 62			2023-24 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	5,464,072.29
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	374,058.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	20,819.61
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	316,983.36
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**Every Student Succeeds Act Maintenance of Effort**  
**Expenditures**

**56 10561 0121756**  
**Form ESMOE**  
**E8AYRRXZ4K(2023-24)**

9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				337,802.97
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				4,752,211.32
<b>Section II - Expenditures Per ADA</b>				<b>2023-24 Annual ADA/Exps. Per ADA</b>
A. Average Daily Attendance (Form A, Annual ADA column, Line C9)				350.86
B. Expenditures per ADA (Line I.E divided by Line II.A)				13,544.47
<b>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</b>		<b>Total</b>		<b>Per ADA</b>

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**Every Student Succeeds Act Maintenance of Effort**  
**Expenditures**

**56 10561 0121756**  
**Form ESMOE**  
**E8AYRRXZ4K(2023-24)**

A. Base expenditures (Preloaded expenditures from prior year official CDE MOE Calculation) (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	4,538,237.08	13,829.34
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	4,538,237.08	13,829.34
B. Required effort (Line A.2 times 90%)	4,084,413.37	12,446.41
C. Current year expenditures (Line I.E and Line II.B)	4,752,211.32	13,544.47
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**Every Student Succeeds Act Maintenance of Effort**  
**Expenditures**

**56 10561 0121756**  
**Form ESMOE**  
**E8AYRRXZ4K(2023-24)**

<p>E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)</p>	<p>MOE Met</p>	
<p>F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages)</p>	<p>0.00%</p>	<p>0.00%</p>
<p><b>SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)</b></p>		
<p><b>Description of Adjustments</b></p>	<p><b>Total Expenditures</b></p>	<p><b>Expenditures Per ADA</b></p>
<p>Total adjustments to base expenditures</p>	<p>0.00</p>	<p>0.00</p>

# Indirect Cost Rate Worksheet



**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)

(Functions 7200-7700, goals 0000 and 9000)

0.00

2. Contracted general administrative positions not paid through payroll

a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.

b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

--

**B. Salaries and Benefits - All Other Activities**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)

(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000)

3,722,917.42

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6)

0.00%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool.

Retain supporting documentation.

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero.

0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)****A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals

(Functions 7200-7600, objects 1000-5999, minus Line B9)

236,890.88

2. Centralized Data Processing, less portion charged to restricted resources or specific goals

(Function 7700, objects 1000-5999, minus Line B10)

0.00

**BRIDGES Charter**  
**Ventura County Office of Education**  
**Ventura County**

**Unaudited Actuals**  
**2023-24 Unaudited Actuals**  
**Indirect Cost Rate Worksheet**

**56 10561 0121756**  
**Form ICR**  
**E8AYRRXZ4K(2023-24)**

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only)	
(Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	0.00
6. Facilities Rents and Leases (portion relating to general administrative offices only)	
(Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	236,890.88
9. Carry-Forward Adjustment (Part IV, Line F)	21,978.19
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	258,869.07
<b>B. Base Costs</b>	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	3,129,250.97
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	927,258.73
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	315,854.72
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	27,465.37
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	13,009.50
9. Other General Administration (portion charged to restricted resources or specific goals only)	
(Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	(49,875.22)
10. Centralized Data Processing (portion charged to restricted resources or specific goals only)	
(Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices)	
(Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	154,351.09
12. Facilities Rents and Leases (all except portion relating to general administrative offices)	
(Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	187,002.60
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	4,704,317.76
<b>C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment</b>	
<b>(For information only - not for use when claiming/recovering indirect costs)</b>	
(Line A8 divided by Line B19)	5.04%
<b>D. Preliminary Proposed Indirect Cost Rate</b>	
<b>(For final approved fixed-with-carry-forward rate for use in 2025-26 see www.cde.ca.gov/fg/ac/ic)</b>	
(Line A10 divided by Line B19)	5.50%

**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

**A. Indirect costs incurred in the current year (Part III, Line A8)** 236,890.88

**B. Carry-forward adjustment from prior year(s)**

1. Carry-forward adjustment from the second prior year	17,480.61
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00

**C. Carry-forward adjustment for under- or over-recovery in the current year**

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (4.94%) times Part III, Line B19); zero if negative	21,978.19
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (4.94%) times Part III, Line B19) or (the highest rate used to recover costs from any program (4.94%) times Part III, Line B19); zero if positive	0.00

**D. Preliminary carry-forward adjustment (Line C1 or C2)** 21,978.19

**E. Optional allocation of negative carry-forward adjustment over more than one year**

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward

adjustment is applied to the current year calculation:	not applicable
--	----------------

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward

adjustment is applied to the current year calculation and the remainder	
is deferred to one or more future years:	not applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward

adjustment is applied to the current year calculation and the remainder	
is deferred to one or more future years:	not applicable

LEA request for Option 1, Option 2, or Option 3

1

**F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if**

Option 2 or Option 3 is selected)	21,978.19
-----------------------------------	-----------

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24 Unaudited Actuals  
Exhibit A: Indirect Cost Rates Charged to Programs

56 10561 0121756  
Form ICR  
E8AYRRXZ4K(2023-24)

Approved  
indirect  
cost rate: 4.94%  
  
Highest  
rate used  
in any  
program: 4.94%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
62	2600	93,123.93	4,244.75	4.56%
62	3327	4,443.00	219.00	4.93%
62	5310	108,664.18	5,368.01	4.94%
62	6266	35,885.86	1,772.00	4.94%
62	6500	273,257.03	13,498.90	4.94%
62	6546	31,973.72	1,579.00	4.94%
62	6770	41,609.49	416.09	1.00%

# Lottery Report

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24 Unaudited Actuals  
LOTTERY REPORT  
Revenues, Expenditures and  
Ending Balances - All Funds

56 10561 0121756  
Form L  
E8AYRRXZ4K(2023-24)

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
<b>A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>					
1. Adjusted Beginning Fund Balance	9791-9795	0.00		90,174.35	90,174.35
2. State Lottery Revenue	8560	79,098.98		41,020.06	120,119.04
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		79,098.98	0.00	131,194.41	210,293.39
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>					
1. Certificated Salaries	1000-1999	79,098.98		0.00	79,098.98
2. Classified Salaries	2000-2999	0.00		0.00	0.00
3. Employee Benefits	3000-3999	0.00		0.00	0.00
4. Books and Supplies	4000-4999	0.00		23,189.87	23,189.87
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800			0.00	0.00
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			891.00	891.00
6. Capital Outlay	6000-6999	0.00		0.00	0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211, 7212, 7221, 7222, 7281, 7282	0.00			0.00
b. To JPAs and All Others	7213, 7223, 7283, 7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399	0.00			0.00
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11 )		79,098.98	0.00	24,080.87	103,179.85
<b>C. ENDING BALANCE (Must equal Line A6 minus Line B12)</b>	979Z	0.00	0.00	107,113.54	107,113.54
<b>D. COMMENTS:</b>					
This cost was for an online curriculum subscription.					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

\*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

# PCRAF

Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**2023-24**  
**Form and Charter Schools Funds**  
**Program Cost Report**  
**Schedule of Allocation Factors (AF) for Support Costs**

56 10561 0121756  
Form PCRAF  
E8AYRRXZ4K(2023-24)

	Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100 - 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
<b>A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)</b>	0.00	20,975.56	897,305.09	11,806.91	175,170.70	187,002.60	0.00
<b>B. Enter Allocation Factor(s) by Goal:</b> (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
<b>Instructional Goals</b>							
0001 Pre-Kindergarten							
1110 Regular Education, K-12	16.40	16.40	16.25	16.40	33.28	33.28	
3100 Alternative Schools							
3300 Independent Study Centers	2.55	2.55	2.55	2.55	1.00	1.00	
3400 Opportunity Schools							
3500 County Community Schools							
3550 Community Day Schools							
3600 Juvenile Courts							
3700 Specialized Secondary Programs							
3800 Career Technical Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
4900 Other Supplemental Education							
5000-5999 Special Education (allocated to 5001)	.75	.75	.90	.75			
6000 ROC/P							
<b>Other Goals</b>							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
8600 County Services to Districts							
<b>Other Funds</b>							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							



Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**2023-24**  
**Form and Charter Schools Funds**  
**Program Cost Report**  
**Schedule of Allocation Factors (AF) for Support Costs**

56 10561 0121756  
Form PCRAF  
E8AYRRXZ4K(2023-24)

	Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100 - 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
- - Cafeteria (Funds 13 & 61)							
<b>C. Total Allocation Factors</b>	19.70	19.70	19.70	19.70	34.28	34.28	0.00

# PCR

Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24  
General Fund and Charter Schools Funds  
Program Cost Report

56 10561 0121756  
Form PCR  
E8AYRRXZ4K(2023-24)

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
<b>Instructional Goals</b>							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	2,456,512.63	1,119,061.97	3,575,574.60	173,169.05		3,748,743.65
3100	Alternative Schools	0.00	0.00	0.00	0.00		0.00
3300	Independent Study Centers	365,888.25	130,957.20	496,845.45	24,062.78		520,908.23
3400	Opportunity Schools	0.00	0.00	0.00	0.00		0.00
3500	County Community Schools	0.00	0.00	0.00	0.00		0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00		0.00
3600	Juvenile Courts	0.00	0.00	0.00	0.00		0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
4760	Bilingual	0.00	0.00	0.00	0.00		0.00
4850	Migrant Education	0.00	0.00	0.00	0.00		0.00
4900	Other Supplemental Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	497,779.93	42,241.69	540,021.62	26,153.85		566,175.47
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
<b>Other Goals</b>							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8100	Community Services	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	84,756.70	0.00	84,756.70	4,104.86		88,861.56
8600	County Services to Districts	0.00	0.00	0.00	0.00		0.00
<b>Other Costs</b>							
----	Food Services					222,400.03	222,400.03
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					0.00	0.00
----	Other Outgo					316,983.36	316,983.36
<b>Other Funds ----</b>	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00		0.00
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00		0.00
----	<b>Total County School Service and Charter Schools Funds Expenditures</b>	3,404,937.51	1,292,260.86	4,697,198.37	227,490.54	539,383.39	5,464,072.30

Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Direct Charged Costs (DCC)

56 10561 0121756  
Form PCR  
E8AYRRXZ4K(2023-24)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
<b>Instructional Goals</b>													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	2,376,783.32	0.00	0.00	0.00	79,729.31	0.00	0.00			0.00	0.00	2,456,512.63
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3300	Independent Study Centers	356,910.17	0.00	1,070.89	7,907.19	0.00	0.00	0.00			0.00	0.00	365,888.25
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3500	County Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3600	Juvenile Courts	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4900	Other Supplemental Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	346,179.85	0.00	0.00	0.00	151,600.08	0.00	0.00			0.00	0.00	497,779.93
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
<b>Other Goals</b>													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	84,756.70	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	84,756.70
8600	County Services to Districts		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
<b>Total Direct Charged Costs</b>		3,164,630.04	0.00	1,070.89	7,907.19	231,329.39	0.00	0.00	0.00	0.00	0.00	0.00	3,404,937.51

\* Functions 7100-7199 for goals 8100 and 8500

Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Allocated Support Costs (AC)

56 10561 0121756  
Form PCR  
EBAYRRXZ4K(2023-24)

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
<b>Instructional Goals</b>					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	767,453.82	351,608.15	0.00	1,119,061.97
3100	Alternative Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	120,392.05	10,565.15	0.00	130,957.20
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3500	County Community Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3600	Juvenile Courts	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
4900	Other Supplemental Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	42,241.69	0.00	0.00	42,241.69
6000	ROC/P	0.00	0.00	0.00	0.00
<b>Other Goals</b>					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
8600	County Services to Districts	0.00	0.00	0.00	0.00
<b>Other Funds</b>					
--	Adult Education (Fund 11)	0.00	0.00	0.00	0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)	0.00	0.00	0.00	0.00
<b>Total Allocated Support Costs</b>		930,087.56	362,173.30	0.00	1,292,260.86

Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Central Administration Costs (CAC)

56 10561 0121756  
Form PCR  
EBAYRRXZ4K(2023-24)

<b>A.</b>	<b>Central Administration Costs in County School Service and Charter Schools Funds</b>	
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	27,465.37
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000 - 7999)	13,009.50
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	187,015.66
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	0.00
5	Total Central Administration Costs in County School Service and Charter Schools Funds	227,490.53
<b>B.</b>	<b>Direct Charged and Allocated Costs in County School Service and Charter Schools Funds</b>	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	3,404,937.51
2	Total Allocated Costs (from Form PCR, Column 2, Total)	1,292,260.86
3	Total Direct Charged and Allocated Costs in County School Service and Charter Schools Funds	4,697,198.37
<b>C.</b>	<b>Direct Charged Costs in Other Funds</b>	
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
<b>D.</b>	<b>Total Direct Charged and Allocated Costs (B3 + C5)</b>	4,697,198.37
<b>E.</b>	<b>Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)</b>	4.84%

Ventura County Office of Education  
Ventura County

Unaudited Actuals  
2023-24  
General Fund and Charter Schools Funds  
Program Cost Report  
Schedule of Other Costs (OC)

56 10561 0121756  
Form PCR  
E8AYRRXZ4K(2023-24)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000- 9999)	Total
Food Services (Objects 1000-5999, 6400-6920)	222,400.03				222,400.03
Enterprise (Objects 1000-5999, 6400-6920)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6700)			0.00		0.00
Other Outgo (Objects 1000 - 7999)				316,983.36	316,983.36
<b>Total Other Costs</b>	222,400.03	0.00	0.00	316,983.36	539,383.39

# Special Education Maintenance of Effort – Actuals



BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
2023-24 Expenditures by LEA (LE-CY)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
	<b>UNDUPLICATED PUPIL COUNT</b>								62.00
<b>TOTAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-9999)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	211,039.44		211,039.44
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	54,489.62		54,489.62
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	97,181.67		97,181.67
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	2,173.28		2,173.28
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	132,895.92		132,895.92
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	497,779.93	0.00	497,779.93
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,296.90		15,296.90
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	42,241.71							42,241.71
	Total Indirect Costs and PCR Allocations	42,241.71	0.00	0.00	0.00	0.00	15,296.90	0.00	57,538.61
	TOTAL COSTS	42,241.71	0.00	0.00	0.00	0.00	513,076.83	0.00	555,318.54
<b>FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	13,590.11		13,590.11
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	53,735.18		53,735.18
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	27,309.75		27,309.75
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	4,443.00		4,443.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	99,078.04	0.00	99,078.04
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	219.00		219.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	219.00	0.00	219.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	99,297.04	0.00	99,297.04
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								99,297.04

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
2023-24 Expenditures by LEA (LE-CY)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
<b>STATE AND LOCAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-2999, 3385, &amp; 6000-9999)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	197,449.33		197,449.33
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	754.44		754.44
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	69,871.92		69,871.92
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	2,173.28		2,173.28
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	128,452.92		128,452.92
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	398,701.89	0.00	398,701.89
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,077.90		15,077.90
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	42,241.71							42,241.71
	Total Indirect Costs and PCR Allocations	42,241.71	0.00	0.00	0.00	0.00	15,077.90	0.00	57,319.61
	TOTAL BEFORE OBJECT 8980	42,241.71	0.00	0.00	0.00	0.00	413,779.79	0.00	456,021.50
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00
	TOTAL COSTS								456,021.50
<b>LOCAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-1999 &amp; 8000-9999)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)								0.00

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2023-24 Actual vs. Actual Comparison Year**  
**2023-24 Expenditures by LEA (LE-CY)**

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)								0.00
	TOTAL COSTS								0.00

\* Attach an additional sheet with explanations of any amounts in the Adjustments column.

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
2022-23 Expenditures by LEA (LE-PY)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

2022-23 Expenditures	A. State and Local	B. Local Only
1. Enter Total Costs amounts from the 2022-23 Report SEMA, 2022-23 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section	455,566.85	7,749.18
2. Enter audit adjustments of 2022-23 special education expenditures from SACS2024ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9793)		
3. Enter restatements of 2023-24 special education beginning fund balances from SACS2024ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000 - 2999 & 6000 - 9999; Object 9795)		
4. Enter any other adjustments, not included in Line 1 (explain below)		
5. 2022-23 Expenditures, Adjusted for 2023-24 MOE Calculation (Sum lines 1 through 4)	455,566.85	7,749.18

C. Unduplicated Pupil Count	
1. Enter the unduplicated pupil count reported in 2022-23 Report SEMA, 2022-23 Expenditures by LEA (LE-CY) worksheet	
2. Enter any adjustments not included in Line C1 (explain below)	
3. 2022-23 Unduplicated Pupil Count, Adjusted for 2023-24 MOE Calculation (Line C1 plus Line C2)	0.00

SELPA: (??)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2023-24 Expenditures by LEA (LE-CY) and the 2022-23 Expenditures by LEA (LE-PY) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-A worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2023-24 expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2023-24 expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-A worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: <http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls>.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

**SECTION 1 Exempt Reduction Under 34 CFR Section 300.204**

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: <http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls>

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
2. A decrease in the enrollment of children with disabilities.
3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
  - a. Has left the jurisdiction of the agency;
  - b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
  - c. No longer needs the program of special education.
4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:

	State and Local	Local Only
Total exempt reductions	0.00	0.00

**SECTION 2 Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)**

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2023-24 Actual vs. Actual Comparison Year**  
**LEA Maintenance of Effort Calculation (LMC-A)**

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA: (??)

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

		<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)			
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resource 3310)			
Increase in funding (if difference is positive)	0.00		
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)		
Current year funding (IDEA Section 619 - Resource 3315)			
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)		

**If (b) is greater than (a).**

Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)

(c)

Available for MOE reduction. (line (a) minus line (c), zero if negative)

0.00 (d)

Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).

**If (b) is less than (a).**

Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).

(e)

Available to set aside for EIS (line (b) minus line (e), zero if negative)

0.00 (f)

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
LEA Maintenance of Effort Calculation (LMC-A)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA: (??)

SECTION 3

A. COMBINED STATE AND LOCAL EXPENDITURES METHOD

1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.

a. Total special education expenditures

b. Less: Expenditures paid from federal sources

c. Expenditures paid from state and local sources

Add/Less: Adjustments required for MOE calculation

Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) for SECTION 1

Less: 50% reduction from SECTION 2

Net expenditures paid from state and local sources

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE compliance requirement is met based on the combination of state and local expenditures.

2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.

a. Total special education expenditures

b. Less: Expenditures paid from federal sources

c. Expenditures paid from state and local sources

Add/Less: Adjustments required for MOE calculation

Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) from SECTION 1

Less: 50% reduction from SECTION 2

Net expenditures paid from state and local sources

d. Special education unduplicated pupil count

e. Per capita state and local expenditures (A2c/A2d)

Column A

Actual  
Expenditures  
(LE-CY  
Worksheet)  
FY 2023-24

Column B

Actual  
Expenditures  
Comparison  
Year  
2022-23

Column C

Difference  
(A - B)

555,318.54

99,297.04

456,021.50

455,566.85

0.00

455,566.85

0.00

0.00

456,021.50

455,566.85

454.65

Actual  
FY 2023-24

Comparison  
Year  
2022-23

Difference

555,318.54

99,297.04

456,021.50

455,566.85

0.00

455,566.85

0.00

0.00

456,021.50

455,566.85

62.00

51.00

7,355.19

8,932.68

(1,577.50)

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
LEA Maintenance of Effort Calculation (LMC-A)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA: (??)

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE compliance requirement is met based on the per capita state and local expenditures.

**B. LOCAL EXPENDITURES ONLY METHOD**

	Actual	Comparison Year	
	FY 2023-24	2012-13	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	0.00	35,355.70	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		35,355.70	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	0.00	35,355.70	(35,355.70)

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE compliance requirement is met based on the local expenditures only.

	Actual	Comparison Year	
	FY 2023-24	2011-12	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	0.00	34,044.00	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE		34,044.00	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	0.00	34,044.00	
b. Special education unduplicated pupil count	62.00	33.00	
c. Per capita local expenditures(B2a/ B2b)	0.00	1,031.64	(1,031.64)

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE compliance requirement is met based on the per capita local expenditures only.

Tami Peterson

Contact Name

Chief Business Official

805-383-1972

Telephone Number

tpeterson@vcoe.org



BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2023-24 Actual vs. Actual Comparison Year  
LEA Maintenance of Effort Calculation (LMC-A)

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA:        (??)

Title

Email Address

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2023-24 Actual vs. Actual Comparison Year**  
**2023-24 Expenditures by SELPA (SE-CY)**

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA:

(??)

Object Code	Description	Adjustments*	Total
<b>TOTAL EXPENDITURES - All Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
PCRA	Program Cost Report Allocations		0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00
	TOTAL COSTS	0.00	0.00
<b>EXPENDITURES - Paid from State and Local Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
PCRA	Program Cost Report Allocations		0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources		0.00
	TOTAL COSTS	0.00	0.00

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2023-24 Actual vs. Actual Comparison Year**  
**2023-24 Expenditures by SELPA (SE-CY)**

56 10561 0121756  
Report SEMA  
E8AYRRXZ4K(2023-24)

SELPA:

(??)

Object Code	Description	Adjustments*	Total
<b>EXPENDITURES - Paid from Local Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from EXPENDITURES - Paid from State and Local Sources section)	0.00	0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
<b>UNDUPLICATED PUPIL COUNT</b>			0.00

\* Attach an additional sheet with explanations of any amounts in the Adjustments column.

# Special Education Maintenance of Effort – Budget

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2024-25 Budget by LEA (LB-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
	<b>UNDUPLICATED PUPIL COUNT</b>								62.00
	<b>TOTAL BUDGET (Funds 01, 09, &amp; 62; resources 0000-9999)</b>								
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	201,891.00		201,891.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	54,820.00		54,820.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	114,298.00		114,298.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	4,120.00		4,120.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	149,814.00		149,814.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	524,943.00	0.00	524,943.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00	524,943.00	0.00	524,943.00
	<b>STATE AND LOCAL BUDGET (Funds 01, 09, &amp; 62; resources 0000-2999, 3385, &amp; 6000-9999)</b>								
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	179,095.00		179,095.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	85,295.00		85,295.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	4,120.00		4,120.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	168,693.00		168,693.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	437,203.00	0.00	437,203.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	437,203.00	0.00	437,203.00
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)								0.00
	TOTAL COSTS								437,203.00
	<b>LOCAL BUDGET (Funds 01, 09, &amp; 62; resources 0000-1999 &amp; 8000-9999)</b>								

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2024-25 Budget by LEA (LB-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Adjustments*	Total
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from State and Local Budget section)								0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)								24,349.00
	TOTAL COSTS								24,349.00

\* Attach an additional sheet with explanations of any amounts in the Adjustments column.

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2023-24 Expenditures by LEA (LE-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	<b>UNDULICATED PUPIL COUNT</b>									62.00
	<b>TOTAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-9999)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	211,039.44	0.00		211,039.44
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	54,489.62	0.00		54,489.62
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	97,181.67	0.00		97,181.67
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	2,173.28	0.00		2,173.28
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	132,895.92	0.00		132,895.92
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	497,779.93	0.00	0.00	497,779.93
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,296.90	0.00		15,296.90
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	42,241.71								42,241.71
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,296.90	0.00	0.00	15,296.90
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00	513,076.83	0.00	0.00	513,076.83
	<b>FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)</b>									
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	13,590.11	0.00		13,590.11
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	53,735.18	0.00		53,735.18
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	27,309.75	0.00		27,309.75
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	4,443.00	0.00		4,443.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	99,078.04	0.00	0.00	99,078.04
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	219.00	0.00		219.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	219.00	0.00	0.00	219.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	99,297.04	0.00	0.00	99,297.04
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									99,297.04

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2023-24 Expenditures by LEA (LE-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
<b>STATE AND LOCAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-2999, 3385, &amp; 6000-9999)</b>										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	197,449.33	0.00		197,449.33
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	754.44	0.00		754.44
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	69,871.92	0.00		69,871.92
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	2,173.28	0.00		2,173.28
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	128,452.92	0.00		128,452.92
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	398,701.89	0.00	0.00	398,701.89
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,077.90	0.00		15,077.90
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	42,241.71								42,241.71
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	15,077.90	0.00	0.00	15,077.90
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	413,779.79	0.00	0.00	413,779.79
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
	TOTAL COSTS									413,779.79
<b>LOCAL EXPENDITURES (Funds 01, 09, &amp; 62; resources 0000-1999 &amp; 8000-9999)</b>										
1000-1999	Certificated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2023-24 Expenditures by LEA (LE-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 (Goal 5760)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									0.00
	TOTAL COSTS									0.00

\* Attach an additional sheet with explanations of any amounts in the Adjustments column.

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2024-25 Budget by LEA (LB-B) and the 2023-24 Expenditures by LEA (LE-B) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the eligibility standard. To meet the requirement of the Subsequent Years Rule, the LMC-B worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2024-25 budgeted expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2024-25 budgeted expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-B worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: <http://www.cde.ca.gov/sp/se/as/documents/subseqyrtcrkwrksht.xls>.

There are four methods that the LEA can use to demonstrate the eligibility standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: <http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls>.

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
2. A decrease in the enrollment of children with disabilities.
3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
  - a. Has left the jurisdiction of the agency;
  - b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
  - c. No longer needs the program of special education.
4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:

Provide the condition number, if any, to be used in the calculation below:	State and Local	Local Only
Total exempt reductions	0.00	0.00

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2024-25 Budget vs. Actual Comparison Year**  
**LEA Maintenance of Effort Calculation (LMC-B)**

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

SELPA: (??)

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

		<u>State and Local</u>	<u>Local Only</u>
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____		
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)	_____		
Increase in funding (if difference is positive)	0.00		
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)		
Current year funding (IDEA Section 619 - Resource 3315)	_____		
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)		

**If (b) is greater than (a).**

Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)

\_\_\_\_\_ (c)

Available for MOE reduction. (line (a) minus line (c), zero if negative)

0.00 (d)

Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).

\_\_\_\_\_

\_\_\_\_\_

**If (b) is less than (a).**

Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).

(e)

Available to set aside for EIS (line (b) minus line (e), zero if negative)

0.00 (f)

\_\_\_\_\_

\_\_\_\_\_

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:


BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
LEA Maintenance of Effort Calculation (LMC-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

SELPA: (??)

SECTION 3

A. COMBINED STATE AND LOCAL EXPENDITURES METHOD

1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.

a. Total special education expenditures

b. Less: Expenditures paid from federal sources

c. Expenditures paid from state and local sources

Add/Less: Adjustments and/or PCRA required for MOE calculation

Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) from SECTION 1

Less: 50% reduction from SECTION 2

Net expenditures paid from state and local sources

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE Eligibility requirement is met based on the combination of state and local expenditures.

Column A

Budgeted  
Amounts  
(LB-B  
Worksheet)  
FY 2024-25

Column B

Actual  
Expenditures  
Comparison  
Year  
2023-24

Column C

Difference  
(A - B)

524,943.00

87,740.00

437,203.00

456,021.50

(35,409.44)

420,612.06

0.00

0.00

437,203.00

420,612.06

16,590.94

2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.

a. Total special education expenditures

b. Less: Expenditures paid from federal sources

c. Expenditures paid from state and local sources

Add/Less: Adjustments and/or PCRA required for MOE calculation

Comparison year's expenditures, adjusted for MOE calculation

Less: Exempt reduction(s) from SECTION 1

Less: 50% reduction from SECTION 2

Net expenditures paid from state and local sources

d. Special education unduplicated pupil count

e. Per capita state and local expenditures (A2c/A2d)

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

Budgeted  
Amounts  
FY 2024-25

Comparison  
Year  
2022-23

Difference

524,943.00

87,740.00

437,203.00

455,566.85

0.00

455,566.85

0.00

0.00

437,203.00

455,566.85

62.00

51.00

7,051.66

8,932.68

(1,881.02)



BRIDGES Charter  
Ventura County Office of Education  
Ventura County

Unaudited Actuals  
Special Education Maintenance of Effort  
2024-25 Budget vs. Actual Comparison Year  
2024-25 Budget by SELPA (SB-B)

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

SELPA:

(??)

Object Code	Description	Adjustments*	Total
<b>TOTAL BUDGET - All Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL COSTS	0.00	0.00
<b>BUDGET - State and Local Sources</b>			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources		0.00
	TOTAL COSTS	0.00	0.00
<b>BUDGET - Local Sources</b>			
1000-1999	Certificated Salaries		0.00

BRIDGES Charter  
Ventura County Office of Education  
Ventura County

**Unaudited Actuals**  
**Special Education Maintenance of Effort**  
**2024-25 Budget vs. Actual Comparison Year**  
**2024-25 Budget by SELPA (SB-B)**

56 10561 0121756  
Report SEMB  
E8AYRRXZ4K(2023-24)

SELPA:

(??)

Object Code	Description	Adjustments*	Total
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay (except objects 6600, 6700, 6910 & 6920)		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from BUDGET - State and Local Sources section)		0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
UNDUPLICATED PUPIL COUNT			0.00

\* Attach an additional sheet with explanations of any amounts in the Adjustments column.

# Technical Review Checks



**SACS Web System - SACS V10.1**

9/5/2024 3:16:58 PM

56-10561-0121756

Unaudited Actuals  
Budget 2024-25  
**Technical Review Checks**  
Phase - All  
Display - Exceptions Only

**BRIDGES Charter****Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

**F** - Fatal (Data must be corrected; an explanation is not allowed)

**W/WC** - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

**O** - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**GENERAL LEDGER CHECKS**

**EFB-POSITIVE - (Warning)** - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them.

**Exception**

FUND	RESOURCE	NEG. EFB
62	7435	(\$62,730.00)
Explanation: BRIDGES expenditures in 23-24 exceeded projection and will be corrected at first interim.		
Total of negative resource balances for Fund 62		(\$62,730.00)

**EXP-POSITIVE - (Warning)** - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

**Exception**

FUND	RESOURCE	FUNCTION	VALUE
62	2600	8700	(\$30,162.00)
Explanation: This resource and function are used to account for potential interservice transfers in the budget year. When the books are closed, these errors will be eliminated.			
62	3310	1190	(\$18,879.00)
Explanation: This resource and function are used to account for potential interservice transfers in the budget year. When the books are closed, these errors will be eliminated.			

**OBJ-POSITIVE - (Warning)** - The following objects have a negative balance by resource, by fund:

**Exception**

FUND	RESOURCE	OBJECT	VALUE
62	7435	9790	(\$62,730.00)
Explanation: BRIDGES expenditures in 23-24 exceeded projection and will be corrected at first interim.			

**SACS Web System - SACS V10.1**

9/5/2024 3:16:16 PM

56-10561-0121756

Unaudited Actuals  
 Unaudited Actuals 2023-24  
**Technical Review Checks**  
 Phase - All  
 Display - Exceptions Only

**BRIDGES Charter****Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

**F** - Fatal (Data must be corrected; an explanation is not allowed)

**WWC** - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

**O** - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**GENERAL LEDGER CHECKS**

**EXP-POSITIVE - (Warning)** - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

**Exception**

FUND	RESOURCE	FUNCTION	VALUE
62	9010	2700	(\$14,977.47)

Explanation: BSA collected \$21,396.38 in fees for the ERC checks BRIDGES received in 2022-23. However, in 2023-24, the IRS asked BRIDGES to return its checks. BSA is refunding the fees that were collected until it is certain that BRIDGES can keep these funds.

62	9010	7200-7600	(\$49,875.22)
----	------	-----------	---------------

Explanation: BSA collected \$21,396.38 in fees for the ERC checks BRIDGES received in 2022-23. However, in 2023-24, the IRS asked BRIDGES to return its checks. BSA is refunding the fees that were collected until it is certain that BRIDGES can keep these funds. The ERC Funding company collected \$43,456.31 and returned their fees following the breach of the contract between BRIDGES and ERC Funding.

**OBJ-POSITIVE - (Warning)** - The following objects have a negative balance by resource, by fund:

**Exception**

FUND	RESOURCE	OBJECT	VALUE
62	6770	3501	(\$315.31)

Explanation: BRIDGES charged the 2023-24 increase in salary and benefits for its Art and Music teachers to resource 6770. Since the SUI rate was higher in 2022-23, the difference in 2023-24 was a negative amount, which is reflected in the negative charge to object 3501. These negative expenses needed to be recorded in order to properly record the true difference in cost for the Art and Music teacher from 2022-23 to 2023-24.

62	6770	3502	(\$148.62)
----	------	------	------------

Explanation: BRIDGES charged the 2023-24 increase in salary and benefits for its Art and Music Homeschool Specialist to resource 6770. Since the SUI rate was higher in 2022-23, the difference in 2023-24 was a negative amount, which is reflected in the negative charge to object 3502. These negative expenses needed to be recorded in order to properly record the true difference in cost for the Art and Music Home School Specialist from 2022-23 to 2023-24.

**SUPPLEMENTAL CHECKS**

**IC-ADMIN-PLANT-SVCS - (Warning)** - Percentage of plant services costs attributable to general administration is either zero or exceeds 25%. LEAs with these percentages may have incorrectly coded general administration costs. Please review the GL data extracted on Line A1 and any amount entered on Line A2a in Part I of the Indirect Cost Rate Worksheet (Form ICR) and correct the data if necessary.

**Exception**

Percentage of plant services costs attributable to general administration (Part I, Line C) is	%	\$0.00
---	---	--------

Explanation: Costs are coded correctly.

SACS Web System - SACS v10.1

56-10561-0121756 - BRIDGES Charter - Unaudited Actuals - Unaudited Actuals 2023-24

9/5/2024 3:16:16 PM

# Coversheet

## Final 23-24 Prop 30 Spending Plan

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	E. Final 23-24 Prop 30 Spending Plan
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	BRIDGES 2023-24 Final Prop 30.pdf

## BRIDGES Charter School

### Proposition 30 Spending Plan for Fiscal Year 2023-24



#### Background

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The revenues generated from Proposition 30 are deposited into a state fund called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the Local Control Funding Formula (LCFF) amount. **A corresponding reduction is made to an LEA or charter school's LCFF state aid equal to the amount of their EPA entitlement. LEAs will receive EPA payments quarterly.**

Proposition 30 specifies that LEAs may not use EPA funds for salaries or benefits of administrators or any other administrative costs. The CDE has interpreted that administrative costs, as used in Proposition 30, means anything defined as administration in the California School Accounting Manual. Administrative costs include general administration, school administration, and instructional administration:

- \* General administration refers to agency-wide administrative activities including governing board, superintendent, and district-level fiscal, personnel, and central support services.*
- \* School administration refers to activities concerned with directing and managing the operation of a particular school.*
- \* Instructional administration refers to activities for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students.*

The language of Proposition 30 requires that each LEA " . . . shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs."

Proposition 30 requires all districts, counties, and charter schools to report on their Web sites an accounting of how much money was received from the EPA and how that money was spent.

**BRIDGES Charter School**  
**Proposition 30 Spending Plan for Fiscal Year 2023-24**



Object	Object Description	CSAM Function	Use of Funds (Resource 1400)	2023-24 Budget	2023-24 Actuals	Balance
8012	Prop 30 Revenues	0000	Revenues will be received quarterly	65,178	70,030	(4,852)
<b>Total Revenues</b>				<b>65,178</b>	<b>70,030</b>	<b>(4,852)</b>
1100	Teacher Salaries	1000	Teacher salaries are an appropriate use of funds	65,178	70,030	(4,852)
Certificated Salaries						
3101	STRS	1000	Teacher benefits and labor related costs are an appropriate use of funds	-	-	-
3301	Medicare	1000	Teacher benefits and labor related costs are an appropriate use of funds	-	-	-
3401	Health Benefits	1000	Teacher benefits and labor related costs are an appropriate use of funds	-	-	-
3501	SUI	1000	Teacher benefits and labor related costs are an appropriate use of funds	-	-	-
3601	Workers' Compensation	1000	Teacher benefits and labor related costs are an appropriate use of funds	-	-	-
Employee Benefits				-	-	-
4300	Instructional Supplies	1000		-	-	-
5800	Instructional Services	1000		-	-	-
Non Salary Expenses				-	-	-
<b>Total Expenses</b>				<b>65,178</b>	<b>70,030</b>	<b>(4,852)</b>

## Coversheet

### Stipend for Kathleen McGivern, NTE \$500

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	F. Stipend for Kathleen McGivern, NTE \$500
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Moving Stipend (1).pdf



**VCSBSA**  
**CERTIFICATED EXTRA DUTY/STIPEND**  
**Position Authorization Request Form (PAR)**

District/Charter: Bridges Charter

**BSA Office Use**

Frontline: \_\_\_\_\_

1. Employee Name: Kathleen McGovern

2. Board Action: ☒ Add ☐ Change ☐ Delete

3. Add-On: ☐ Extra Duty ☒ Stipend ☐ Substitute

**4.a. Add-On Extra Duty**

1. Add-On Extra Duty Description: \_\_\_\_\_  
*(Board approved extra duty description)*

2. Add-On Effective Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

3. Salary Schedule: \_\_\_\_\_ Monthly/Daily/Hourly Rate: \_\_\_\_\_

4. Add-On Payroll Terms ☐ Monthly ☐ One Time ☐ Bi-Annual ☐ Annual

5. Budget Amount: \$ \_\_\_\_\_

6. Funding Accounts: \_\_\_\_\_

7. Comments/LCAP Goal/Action: \_\_\_\_\_

**4.b. Stipend**

1. Stipend Description: moving expenses

2. Stipend Amount: \$ 500 Budget Amount: \$ \_\_\_\_\_

3. Stipend Terms ☐ One-Time ☐ Monthly ☒ Bi-Annual ☐ Annual

4. Effective Date of Stipend: 09/01/2024 Ending Date of Stipend: 10/31/2024

5. Funding Accounts: \_\_\_\_\_

6. Comments/ Pay Dates: pay \$250 in Sept \$250 in Oct

Superintendent /Director's Signature: Kelly F.

Date: 8.22.24

Date of Board Approval: 9.9.24



# Coversheet

## Updated Salary Schedule for Substitute Teachers

<b>Section:</b>	VII. Business and Operations
<b>Item:</b>	G. Updated Salary Schedule for Substitute Teachers
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Bridges 24-25 Salary Schedule (Updated Sub Tchr Rate) 9-6-24.pdf

**BRIDGES**  
**MISCELLANEOUS CERTIFICATED SALARY SCHEDULE**  
**2024-2025**

POSITION	SCHEDULE	RATE PER STUDENT PER DAY
HOME SCHOOL SUPERVISING TEACHER Year 1	HS/001/1	\$10.10
HOME SCHOOL SUPERVISING TEACHER Year 2	HS/002/1	\$10.59
HOME SCHOOL SUPERVISING TEACHER Year 3	HS/003/1	\$11.12
HOME SCHOOL SUPERVISING TEACHER Year 4	HS/004/1	\$11.68
HOME SCHOOL SUPERVISING TEACHER Year 5	HS/005/1	\$12.27
HOME SCHOOL SUPERVISING TEACHER Year 6	HS/006/1	\$12.86
HOME SCHOOL SUPERVISING TEACHER Year 7	HS/007/1	\$13.50
HOME SCHOOL SUPERVISING TEACHER Year 8	HS/008/1	\$14.18
HOME SCHOOL SUPERVISING TEACHER Year 9	HS/009/1	\$14.91
HOME SCHOOL SUPERVISING TEACHER Year 10	HS/010/1	\$15.66
HOME SCHOOL SUPERVISING TEACHER Year 11	HS/011/1	\$16.44

176 Student Days + 4 Professional Development Days

POSITION	SCHEDULE	DAILY RATE
SCHOOL PSYCHOLOGIST	06/2/1	\$371.39
SCHOOL PSYCHOLOGIST	06/2/2	\$424.44
SCHOOL PSYCHOLOGIST	06/2/3	\$450.98
SCHOOL PSYCHOLOGIST	06/2/4	\$477.50
SCHOOL PSYCHOLOGIST	06/2/5	\$530.55

POSITION	SCHEDULE	DAILY RATE
COUNSELOR	COUNSEL 1/1	\$385.26
COUNSELOR	COUNSEL 1/2	\$408.70
COUNSELOR	COUNSEL 1/3	\$433.62

POSITION	SCHEDULE	DAILY RATE
RESPONSE TO INTERVENTION	06/5/1	\$395.50
RESPONSE TO INTERVENTION	06/5/2	\$401.51
RESPONSE TO INTERVENTION	06/5/3	\$407.63
RESPONSE TO INTERVENTION	06/5/4	\$413.75
RESPONSE TO INTERVENTION	06/5/5	\$419.96
RESPONSE TO INTERVENTION	06/5/6	\$426.26

POSITION	SCHEDULE	Annual Rate
LEARNING CENTER COORDINATOR 195 Days	LCC/01/01	\$76,505.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/02	\$78,800.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/03	\$81,165.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/04	\$83,600.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/05	\$86,108.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/06	\$88,692.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/07	\$91,353.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/08	\$94,095.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/09	\$96,918.00
LEARNING CENTER COORDINATOR 195 Days	LCC/01/10	\$99,825.00

**BRIDGES**  
**MISCELLANEOUS CERTIFICATED SALARY SCHEDULE**  
**2024-2025**

POSITION	SCHEDULE	Annual Rate
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/01	\$76,505.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/02	\$78,800.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/03	\$81,165.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/04	\$83,600.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/05	\$86,108.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/06	\$88,692.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/07	\$91,353.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/08	\$94,095.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/09	\$96,918.00
RESPONSE TO INTERVENTION COORDINATOR 195 Days	RTIC/01/10	\$99,825.00

POSITION	SCHEDULE	HOURLY RATE
MATH TUTOR	03/4/1	\$32.00
EXTRA DUTY/ TEACHER COVERAGE	03/4/2	\$33.33
SUBSTITUTE PSYCHOLOGIST	03/4/3	\$55.00
SPEECH THERAPIST	03/4/4	\$50.00

POSITION	SCHEDULE	DAILY RATE
SUBSTITUTE TEACHER	06/1/1	\$200.00
LONG TERM SUBSTITUTE TEACHER (11+ days)	06/1/2	\$220.00
SUBSTITUTE STIPEND **	06/1/3	\$250.00

\*Long Term pay obtained by working in the same assignment in which the Substitute Teacher works for a period of 11 consecutive days or longer.

\*\*Substitute Stipend paid after every 40 days worked. Days do not need to be consecutive. Resets each fiscal year.

POSITION	SCHEDULE	DAILY RATE
SUBSTITUTE ADMINISTRATOR	06/4/1	\$450.00

POSITION	SCHEDULE	DAILY RATE
ADVISOR	06/3/1	\$600.00

EFFECTIVE: September 1, 2024

BOARD ADOPTED :

REVISED: September 9, 2024

## Coversheet

### Accept \$10,000 Grant from Sprouts

<b>Section:</b>	X. Special Projects/Programs
<b>Item:</b>	A. Accept \$10,000 Grant from Sprouts
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Sprouts Grant Application 2024-2025.pdf

# Bridges TK-8 Charter School

---

## *Sprouting School Gardens Grant*

### ***Bridges Charter School***

---

Khanh Tran  
1335 Calle Bouganvilla  
Thousand Oaks, CA 91360

enrollment@bridgescharter.org  
O: 805-492-3569  
M: 714-391-0390

### ***Khanh Tran***

---

khanh.tran@bridgescharter.org  
O: 805-394-3933  
M: 714-391-0390

# Application Form

---

## *Introduction & Grant Purpose*

---

### GRANT PURPOSE

Sprouting School Gardens Grants are designed to create, sustain or expand garden-based education programs on school campuses that emphasize health education and nutritious eating. Funding can be used to support new school gardens or existing school gardens (indoor and outdoor gardens are both eligible), program supplies and educator stipends. Programs that include hands-on cooking or tasting components are highly encouraged to apply.

### FUNDING RANGE

\$5,000 to \$10,000

### FUNDS SUPPORT THINGS LIKE...

- o **Learning Tools:** Garden curriculum books, cooking carts and supplies for your cooking demonstrations, root viewers, pollinator hotels etc.
- o **Physical Garden Features:** This includes garden beds, seedlings/plants, shade structures, sheds, hydroponic towers and other physical items in the garden
- o **Educator Stipends:** Full or part-time garden educator stipend for time spent in the garden or on continuing education
- o **Tools & Supplies:** Think classroom sets of gloves, shovels, buckets, wheelbarrows, hoses, or any item that is used to maintain your garden
- o **Other:** Supplemental food for cooking demonstrations

### FINAL REPORT

Grantees will be announced in August. Funds are restricted to the 2024-2025 school year and must be used within that timeframe. All grantees will be required to submit a final grant report, using a template that's provided, to share how the funds were used and to share results.

Photos, testimonials and other examples of how the grant helped the organization advance its mission are always appreciated and can be shared with the Foundation anytime.

### CONTACT US

Please send any questions or concerns regarding the Sprouting School Gardens Grant program to [grants@sprouts.com](mailto:grants@sprouts.com). This email address is exclusive to our grant program; other requests such as product donations or gift cards will not be reviewed through this email address.

To learn more about the Sprouts Healthy Communities Foundation visit: [sprouts.com/foundation](https://sprouts.com/foundation)

## *Tell Us About Your Nonprofit (Nonprofit Applicants Only)*

---

### Tax ID - EIN

27-0706178

## About Your Organization

Tell us about your nonprofit. Share your organization's mission, how many years your organization has been operating, and the organization's experience operating school gardening programs.

Since 2010, Bridges TK-8 Charter School's mission has been to educate the whole child using a combination of innovative curriculum and instruction along with social/emotional education embedded in the program. Students will be enabled to reach their innate intellectual, creative, and leadership potential through our commitment to nourish curiosity, compassion, independence, resourcefulness, and respect for diversity. In 2022, with the support of our director Dr. Kelly Simon, our gardening program has evolved into Bridges Farm to Table program (BF2T), that provides our TK-8 students with an education that includes standards-based gardening, cooking, environmental, science and social studies learning opportunities. We currently have 20 edible garden beds, of which ten beds are in need of structural repair. We are also currently revitalizing our Outdoor Classroom with the focus on a Chumash Native Edible Garden, rain barrel collection stations, and sustainable food cycle systems (i.e. composting, vermiculture, and recycling).

## Organization Mailing Address

Street Address	City	State Abbreviation	Zip Code
1335 Calle Bouganvilla	Thousand Oaks	CA	91360

## Tell Us About Your School

### Organization Type\*

Public Charter School

### If you answered "other" above, please describe

### Organization Name

If applicable, list the name of the 501c3 nonprofit organization that will operate the school garden program on the school campus.

### School Name\*

The name of the school who will host the school garden program. Only programs that are located on a school campus are eligible for funding.

Bridges TK-8 Charter School

### School District Name\*

Bridges TK-8 Charter School

**Do other schools in your district have a learning garden?\***

Unsure

**School Address**

Street Address	City	State Abbreviation	Zip Code
1335 Calle Bouganvilla	Thousand Oaks	CA	91360

**Lowest Grade Level Served\***

Pre-K

**Highest Grade Level Served\***

8th

**Is your school designated Title I?\***

No

**What is the expected enrollment for the 2024-2025 school year?\***

375

**Please describe the demographics of the community your school serves.\***

The population of students that we serve continues to rapidly grow in diversity, and we have in turn had to make shifts in staffing, curriculum, and resources to support our quickly changing demographic. For example, in 2010 when our Charter was first granted, our SED population was 5% and it has now grown to 21%. Our population of students with disabilities has grown from 7% to 16% in the past 5 years. Our population of Hispanic students, currently at 27%, has grown 2% in the past year, and by 5% in the past two years. We expect to experience continued growth in diverse population of students, and we are readily adapting our programs to meet the needs of our changing demographics.

**What is the closest Sprouts Farmers Market store to your school?\***

Locate your store here and share the store name and number. *Example: Store #1: Chandler - Ray Rd.*

Store #214: Lynn - Hillcrest Rd



## How far away is your school program from the Sprouts store location you listed above?\*

Please list the number of miles.

5

## Tell Us About You!

### How did you hear about the Sprouting School Gardens Grant?\*

Other

### If you answered "organization referral" or "other" above, please explain

We learned of Sprouts School Garden Grant through KidsGardening.com

### Your Passion\*

Why are you/your team passionate about school gardening and what do you want to make sure our grant reviewers know?

Bridges Charter School is a small, tight-knit, parent -involved school with a passionate dedication to providing an integrated, multi-faceted, whole child education that supports our students in their healthful journey of learning to become confident, knowledgeable, and empathic global citizens. Bridges Farm to Table program will involve students in every aspect gardening and food production, as we strive to honor and educate our students about the cooks that provide nourishment for our students at home, at school, at our local restaurants, markets and farmers markets. We also honor and celebrate the food producers in our local community--our local farmers, our student farmers, and our plants and pollinators!

### Do you have a connection to a local Sprouts store? If so, let us know!

Astrid Martinez, the manager of Sprouts #214, donated two cases of organic corn for TK-5th grade cooking classes, so that our students could learn how to shuck corn, use of all parts of the corn cob, its nutritional profile, and how to make Elote, a.k.a. , Mexican street corn.

### Contact Information

#### School Principal

Please provide contact information for the principal at the school where funding will be used.

First and Last Name	Title	E-mail	Phone
Kelly Simon	Director	kelly.simon@bridgescharter.org	(805) 394-3933

## Executive Director (Nonprofit Applicants)

If you are applying as a 501c3 nonprofit organization, please also share contact information for your executive director.

First and Last Name	Title	E-mail	Phone

## Grant Point of Contact

Who is submitting the grant?

First and Last Name	Title	E-mail	Phone
Khanh Tran	Farm to Table Teacher/Chef	khanh.tran@bridgescharter.org	(714)391-0390

## School Garden Program Point of Contact/Garden Coordinator

Who leads the gardens program?

First and Last Name	Title	E-mail	Phone
Khanh Tran	Farm to Table Teacher/Chef	khanh.tran@bridgescharter.org	(714)391-0390

## About Your Garden Coordinator\*

Tell us about your school garden coordinator or the individuals that lead your garden program. Is this a full, part-time or volunteer position? What are their responsibilities and how much time do they spend on garden program related activities? Have they participated in any garden educator trainings (conferences/summits, certification programs, etc.?)

Khanh Tran will oversee that all criteria of the gardening program are addressed (60% of time), as well as provide hands-on food education to our students (40% of time.) Ms. Tran oversees the design and maintenance of a teaching kitchen and edible gardens beds. She is involved in the development of 6th-8th middle school Environmental Science curriculum that is taught in the open garden spaces and the outdoor kitchen. Ms. Tran partners with the non-profits, Ventura County Farm to School, Casa Pacifica, the Farm to School Program at Oxnard Unified High School District, Ventura County Master Gardeners, and the US Fish & Wildlife Service to share and disseminate curriculum and garden literacy. She has completed KidsGardening online courses, LifeLab and

Junior Master Gardener Educator curriculum. As a chef, Ms. Tran teaches hands-on Farm to Table cooking enrichment classes for TK-5th grade students, and culinary history classes for 6th-8th middle school students. Ms. Tran has been a judge on the television show Master Chef, a competitor on Chopped, and has gained critical accolades in her culinary career. However, her passion for BF2T program derives from her experience as a mental health chef, working with clients living with eating disorders as young as six-years of age, and seeing how nutritional education, and garden-based learning, can lead to a healthful relationship with food that can last a lifetime.

## Garden Champion Team\*

Every successful school garden program has a team of dedicated individuals committed to keeping it running. Describe your team of garden champions, who they are and how they support the school garden.

1) Dr. Kelly Simon- Executive Director: Dr. Simon ensures alignment of the Farm to Table program with a standards based curriculum for students, and to oversee the successful implementation of the project including project budgeting, program compliance, overseeing the hired staff, facilitating a productive partnership with community organizations that Bridges partners with, and ensuring that the project has continuous sources of funding for future years.

2) Cindy McCarthy- Assistant Director and coordinator of the NSLP at Bridges Charter School: Ms. McCarthy believes that BF2T is important because of its potential for creating a supportive environment for Bridges diverse student population, where all students can be supported and be seen in the production of their own food and cultural traditions.

3) Rian Dempster-Infrastructure Lead: Ms. Dempster is involved in the design, construction, and maintenance of the Outdoor Classroom, and the edible gardens beds. She is involved in the development and teaching of the middle school Environmental Science elective.

4) PAC & Parent Volunteers: Bridges partnership with our PAC, a 501c3 and its' affiliated parent volunteers is the backbone of Bridges' success. PAC labor, funding, and community support to Bridges Farm to Table program.

## About Your School Garden Program

### Is this request for a new or existing program?\*

Existing: 3-4 years old

## Your School Garden Program\*

Tell us about your garden program. Share the goals of your program and think about:

- What do you teach in your garden?
- What is the current state of your school garden program? What are the areas for improvements and expansion?
- How do you tie nutrition education into your school garden program?
- Describe what your school garden will look like.

Bridges Farm to Table program's goal is to involve and teach students in every aspect of gardening, food production and nutrition. Students will be decision makers in design, construction, planting, composting and

harvesting in the garden beds. In the outdoor kitchen, students will be cooking, recipe testings, and nutritional profiling Harvest of the Month recipes. Our current Farm to Table program includes a redesign of our Outdoor Classroom which focuses on a Chumash Native Edible Garden, culturally diverse Farm to Table gardening/cooking enrichment classes for TK-5th grade students, seasonal Farm Stands, annual Harvest Festival; and beginning in 2024-2025, an Environmental Science class and elective for middle school in the garden and outdoor kitchen that aligns with NGSS and ELA content standards. Areas of improvement lie in infrastructure and construction needs. We are currently rebuilding ten (10) beds for 1st-4th grade students, with funding through Bridges PAC. If awarded, the Sprouts School Garden Grant funds would be used to purchase: 1) supplies to rebuild ten (10) garden beds for TK/K and 5th-8th grade students, 2) soil for twenty (20) beds, 3) one equipment shed for the outdoor kitchen and 4) various supplies for gardening and nutritional education. Our school garden will then have twenty (20) garden beds to accommodate all students, at 2 beds per grade level for gardening and nutritional education.

## Student Participation\*

Please describe the following:

- What grade levels participate in your garden program?
- How frequently will students be utilizing/learning in the garden?
- How do students engage with the school garden? Some ways students participate in garden-based education include: regularly tending to the garden, classroom lessons, before/after school activities, tasting/cooking demonstrations etc.
- How do students engage with the nutrition education curriculum?
- What else do you teach in the garden?

Beginning in 2024-2025 school year, students in TK-8th have the opportunity to participate in Bridges Farm to Table program via after school enrichment classes 1 hr per week, 1st-5th homeschool students will have onsite classes 1 hour per week, and 6th-8th will have elective classes 4 hours per week. Weather permitting, all BF2T hands-on classes will start in the garden, where students will assess the weather, soil, infrastructure and overall health of the garden's communities; i.e. edible and native plants, pollinators, soil, and local animals. Garden activities will include lessons in composting, vermiculture, recycling and construction. Outdoor and indoor garden-based lessons will be informed by LifeLab's The Growing Classroom Activity Guide. Cooking and nutrition lessons, recipe building, and Harvest of the Month tastings will be based upon the students' recipe decisions and what they have decided to grow seasonally in the beds. For example, the recipe tasting for Fall/Winter 2024 is Salsa and Corn Tortillas; therefore, tomatoes, cilantro, onions, corn, and beans are growing. Harvest of the Month tastings will be watermelon, and cucumber salad because that is what is growing in the garden beds. Each season, students will decide on a new recipe based upon their cultural and familial traditions. Nutrition education will happen with the help of nutrition calculators and most importantly, their five senses. Each season culminates with students advertising, setting up, and learning the business of a Farm Stand. This November, the school-wide Harvest Festival will celebrate with a feast procured from Bridges garden beds, and recipes created by students. Bridges Farm to Table program gives students the opportunity to learn together, fail together, celebrate their differences, and eat and grow a community together.

## How many students will participate in your school garden programming in the 2024 - 2025 school year?\*

375

## How many hours of garden-based education will one student receive during the 2024-2025 school year?\*

TK-5 (1 hr/week), 6th-8th (4 hrs/week)

## Amount Requested\*

Grants range in the amount of \$5,000 - \$10,000.

\$10,000.00

## Budget

Please complete the budget form below. Due to the size of the grant, funds are intended to cover direct program costs versus indirect costs.

Use the "description" column to describe what is covered by that line item. Funding allocation is not limited to the line items provided but are shared to help guide the creation of your budget.

Line Item	Amount Requested From This Grant	Description
Staffing or Educator Stipend(s)	\$0.00	
Garden Building Supplies/Physical Garden Features - e.g. lumber, shade structure etc.	\$6,225.00	8X8 shed, lumber, screws, PVC, sealant, greenhouse kit, greenhouse shelving, 1 washing table, 1 prepping table, 2 wheelbarrows, 2 utility carts, 4 plastic storage containers, hanging scale
Plants & Soil - e.g. seedlings, mulch etc.	\$1,500.00	10 cubic yards of soil
Learning Tools - e.g. garden curriculum books, cooking carts etc.	\$1,576.00	4 soil moisture meters, 2 soil test kit, 2 cooking carts, portable refrigerator/freezer, grain mill
Other - please describe in description column what is covered by "other"	\$263.00	3-burner propane stove, fire extinguisher
Other - please describe in description column what is covered by "other"	\$436.00	supplemental ingredients for recipe testings as needed

<b>Other - please describe in description column what is covered by "other"</b>		
<b>Total Program Cost</b>	10000	

## Use of Funds\*

Describe how you will use the grant funds. Make sure that your description aligns with the budget you provided above. Some examples of how the grant funds can be used are:

- **Learning Tools:** Garden curriculum books, cooking carts and supplies for your cooking demonstrations, root viewers, pollinator hotels, etc.
- **Physical Garden Features:** This includes garden beds, seedlings/plants, shade structures, sheds, hydroponic towers and other physical items in the garden
- **Educator Stipends:** Full or part-time garden educator stipend for time spent in the garden or on continuing education
- **Tools & Supplies:** Think classroom sets of gloves, shovels, buckets, wheelbarrows, hoses, or any item that is used to maintain your garden
- **Other:** Supplemental food for cooking demonstrations

Physical Garden Features: 8X8 shed-for storage of outdoor kitchen equipment, lumber, screws, PVC, sealant-for construction of ten(10) garden beds, greenhouse kit and greenhouse shelving- for propagation and seeding, 1 washing table and 1 prepping table- washing and prepping of food from garden beds, 2 wheelbarrows, 2 utility carts, and a hanging scale- general transport and weighing of food production, 4 plastic storage containers- for vermiculture.

Plants & Soil: 10 cubic yards of soil- for twenty (20) 4X8 garden beds

Learning Tools: 4 soil moisture meters and 2 soil test kits-to assess soil conditions for all garden beds, 2 cooking carts, for transport of food, portable refrigerator/freezer-for food safety, grain mill-to mill grain such as corn and wheat grown from garden beds

Other: 3-burner propane stove and fire extinguisher- for cooking recipes and cooking safety

Other: supplemental funds for procuring ingredients from local farmers and markets in recipe testings as needed

## Impact of Your Program\*

Research shows that school gardens nurture healthy kids, foster environmental stewardship, promote engaged learning and empower children to make change. We know that when kids plant seeds, watch them grow and harvest them, they are more likely to eat healthy food, feel a connection to the world around them and be engaged in their community. Sprouts is committed to advancing nutritional knowledge and healthful food consumption through school gardens and hands-on cooking programs.

All grantees will be required to submit a final report in May 2025 to share how funds were used and to share

successes of the program. How will your program advance health and nutrition education outcomes? What impact are you hoping to achieve by the end of the grant period and how will you measure the impact?

Bridges Farm to Table program will advance health and nutrition education outcomes by giving our students the opportunity to direct their own educational pathways in an experiential learning environment that is hands-on, and challenges them to use all of their sense. In this way, students can confidently make nutritional and food choices that are based upon knowledge of food systems and cycles, and how their health inherently is intertwined with the health of the world around them.

The impact we are hoping to achieve by the end of the grant period is a measurable support of the Farm to Table program by the students, teachers and community, and most importantly, measurable efforts to instill students with a sense of autonomy and agency in their education. Surveys will be conducted quarterly and annually to assess the success of the program. Survey items will include results of student and team recipe testings and end-of-class surveys, attendance reports for all BF2T classes, staff and teacher feedback, and comparison of dollar amounts raised through PAC fundraising events year to year. We are privileged to have on staff, a school psychologist, Dr. Skye Stifle, who oversees Bridges Mind, Body, World program and how it supports Bridges charter of whole-child learning. Within the framework of this program, students can anonymously speak to their social/ emotional status as it pertains to their lives as students. These surveys help to assess students confidence and comfort with their learning lives at Bridges, and will include their assessment of Bridges Farm to Table program.

### Garden Sustainability\*

Grant funding is to be spent during the 2024-2025 school year. While programs may apply for the Sprouting School Gardens Grant again, funding is not guaranteed. Please share how you will sustain the program following the conclusion of the grant? Describe how you will engage parents, volunteers and the community to support your garden program.

Bridges Charter School will sustain this project beyond the duration of the grant term by the commitment of the school directors, and support from the teachers, PAC and parent volunteers. As stated earlier, the directors (Dr. Simon and Ms. McCarthy) will prioritize funding for the Farm to Table program, including its staffing costs, through the general operating budget. Dr. Simon's support, in 2023-2024 Bridges has successfully brought Farm to Table cooking classes to 100% of our students with positive feedback from the teachers, staff, students, and parents via the general operating budget. In turn, teachers have communicated a strong investment in bringing more hands-on food education opportunities to students through Service Learning projects, and project based learning opportunities that are embedded in Bridges School Charter. The project will also be sustained by monies raised by Bridges PAC and parent volunteers throughout the school term. Lastly, the hard, soft and critical infrastructure that will be created by the funds from this grant, we envision as a platform for community investment and sustainability, as we plan to disperse the results of hands-on food education and the "fruits of our labor" to the community of Bridges parents, and our Bridges business community.

### Are you affiliated with a school garden support organizations in your area? If so, which one?\*

No

## Partnership Visibility\*

If selected as a grant recipient, please indicate how the Sprouts Healthy Communities Foundation would be recognized and promoted as a partner - i.e., social media, program materials, donor events, press release, etc.

If Bridges Charter School is selected as a grant recipient, the Sprouts Healthy Communities Foundation would be recognized and promoted as a partner immediately via Bridges social media outlets, press releases, school assemblies, and Parent Square email blasts to our community. During the grant term, Sprouts would be promoted in all Farm to Table communications to parents and the community, as well as fundraising events and Farm Stands. Plaques would be installed onto the shed and greenhouse purchased with grant funds. Finally, a "Thank you to Sprouts" event will be scheduled and promoted to support our local Sprouts #214!

## Is there anything else you would like us to know about your program?

As mentioned earlier, we are in the midst of revamping our Outdoor Classroom. One of its features is something special that the students have worked on all last year-a large, four-leaved Gratitude Flower, composed of painted rocks giving thanks to what each season brings. Our students are grateful for what they have, we are grateful for your consideration of our little charter school for this grant. Thank you for supporting this type of soulful learning that is so needed in our world today.

Blessings,  
The Bridges Community

## Required Attachments

---

The following documents are required for your application to be considered.

- A current W9 for your organization
- Sprouts "Commitment Form" signed by the school principal
- For 501c3 nonprofit organizations: a current IRS determination letter verifying 501(c)(3) status
- For 501c3 nonprofit organizations: IRS 990 for your organization's most recently completed fiscal year
- Optional: Photos of your garden program or your design for your new garden

## Organization W9\*

501 c 3.pdf

## Sprouts "Commitment Form" signed by the school principal\*

Download and sign this Commitment Form here.

Sprouts Grant Support Form.pdf



**For 501c3 organizations: A current IRS determination letter**

**For 501c3 organizations: IRS 990 for your organization's most recently completed fiscal year**

**Photos of your garden program or your design for your new garden**

Please note only one file can be uploaded here, combine multiple photos into one file before uploading.

20230502\_093256.zip

***Thank you!***

---

We are so excited to learn about your school garden program! Once your application is complete, click "Submit Application" below.

## File Attachment Summary

---

### *Applicant File Uploads*

- 501 c 3.pdf
- Sprouts Grant Support Form.pdf
- 20230502\_093256.zip

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

NOV 12 2010

BRIDGES CHARTER SCHOOL  
PO BOX 19403  
NEWBURY PARK, CA 91319

Employer Identification Number:  
27-0706178

DLN:  
17053250327020

Contact Person:  
JACOB A MCDONALD ID# 31649

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
June 30

Public Charity Status:  
170(b)(1)(A)(ii)

Form 990 Required:  
Yes

Effective Date of Exemption:  
July 30, 2009

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)



**Sprouting School Gardens Grant Program  
Confirmation of Support Form (2024 - 2025 School Year)**

First, thank you for serving students and our community as a school principal! At the Sprouts Healthy Communities Foundation, we partner with hundreds of schools each year, and we have tremendous respect for principals and professional educators who have invested their career in helping students succeed, both in and out of the classroom. We hope that partnering with us in our Sprouting School Gardens Grant Program will be a rewarding experience for you and for the broader school community, in addition to the students who participate in direct programs!

**Please take a moment to read the below statements and sign if you agree.**

- **School Participation:** I confirm that Bridges Charter has my support to participate in the Sprouting School Gardens Grant.
- **Physical Space:** I agree to allocating the proposed space on campus for our school garden program and to the ongoing maintenance of this space for a minimum of one school year.
- **Funding:** I have confirmed with our School District that we are eligible to receive grant funding for our school garden program. I have reviewed the proposed budget and confirm that the scope is within our School District guidelines. I understand that funds are restricted to the 2024-2025 school year and must be used within that timeframe.
- **Garden Program Participation:** I agree to encourage the use of the school garden during and after school hours, as safely outlined for students and the school community.
- **Recognition and Visibility:** Should we be chosen for a Sprouting School Gardens Grant, we will partner with the Sprouts Healthy Communities Foundation and Sprouts Farmers Market to communicate about the partnership and benefits the program will have on our students and their education, as scheduling and capacity permits. This also may include permission to use quotes and images from the school and students in media and/or marketing materials. In all instances, Sprouts will follow school district guidelines for special guests on campus, photo and media release protocols, as required, to keep our students and school safe, and it will make its best efforts to streamline requests and not disrupt learning time, knowing how busy school campuses already are.

If you would like to add any additional commitments or comment on the above, you may do so here: We have been actively expanding our gardening/outdoor education program. This grant would help us continue this work & expand our programming for more students during & after school.

Signatures are required in order to participate in the Sprouting School Gardens Grant Program. If you agree to the above statements, please sign on the lines below.

**School Principal**

Principal Name: Kelly Simon  
Principal Signature: Kelly Simon  
Date: 7/09/24

**School Garden Program Point of Contact**

School Garden Primary Contact Name: Kelly Simon  
School Garden Primary Contact Title: Executive Director  
School Garden Primary Contact Signature: Kelly Simon  
Date: 7/09/24

## Coversheet

### Accept \$200,000 Grant from California Department of Food and Agriculture

<b>Section:</b>	X. Special Projects/Programs
<b>Item:</b>	B. Accept \$200,000 Grant from California Department of Food and Agriculture
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Bridges Charter School - Application.pdf



**Bridges Charter School**

Prepared by Bridges Charter School  
for California Department of Food and Agriculture 2023-24 California Farm to School Incubator Grant Program: Track 1

**Submitted by Kelly R. Simon, PhD**

**Submitted on 04/04/2024 4:56 PM Pacific Standard Time**



## Opportunity Details

### Opportunity Information

#### Title

2023-24 California Farm to School Incubator Grant Program: Track 1

#### Description

The California Department of Food and Agriculture (CDFA) 2023-24 California Farm to School Incubator Grant Program will award competitive grants to support projects that cultivate equity, nurture students, build climate resilience, and create scalable and sustainable change.

Track 1 (the CA Farm to School TK-12 Procurement and Education Grant) will fund individual public school districts, county offices of education, charter schools, and Tribal schools in California that are a School Food Authority to establish new or expand existing farm to school programs that:

- (1) procure California grown or produced, whole or minimally processed foods for incorporation into school meals, especially from food producers that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic, small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; and
- (2) engage students in hands-on food education opportunities – especially standards-aligned and culturally relevant opportunities led by credentialed public school educators – that complement the school meal program's California food procurement efforts; and
- (3) OPTIONAL: if desired, employ farm to school staff and/or offer farm to school professional development for staff.

#### Awarding Agency Name

California Department of Food and Agriculture (CDFA)

#### Agency Contact Name

Nicholas Anicich

#### Agency Contact Email

cafarmtoschool@cdfa.ca.gov

#### Fund Activity Categories

Agriculture, Education, Food and Nutrition

#### Departments

Farm to School

#### Opportunity Manager

Nicholas Anicich

#### Announcement Type

Initial Announcement

#### Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/045813be-1c24-44bd-ba2e-4497f36b0005>

#### Is Published

Yes

## Funding Information

#### Funding Sources

State





### Funding Source Description

The California Budget Acts of 2021 and 2022 appropriated a combined \$60 million from the General Fund to the CDFA for the 2023-24 California Farm to School Incubator Grant Program. The CDFA will make up to \$52.8 million available for the four funding tracks. The amount of funds that the CDFA will award in each funding track will depend on the number of competitive applications that the CDFA receives in each funding track.

### Award Information

#### Award Range

\$200,000.00 - \$1,000,000.00

#### Award Type

Competitive

#### Indirect Costs Allowed

Yes

#### Indirect Cost Description

Recipients may use up to 30% of direct costs for indirect costs.

Definition of Indirect Costs, per Section 303(a)(36) of the CDFA Grant Administration Regulations: Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Typical indirect costs include but are not limited to administrative or clerical staff costs, rent, utilities and internet service, cellular and land-line telephone service, general office supplies, and insurance.

#### Matching Requirement

No

### Submission Information

#### Submission Window

02/13/2024 2:00 PM - 04/04/2024 5:00 PM

#### Submission Timeline Type

One Time

#### Submission Timeline Additional Information

No late submissions accepted

#### Allow Multiple Applications

No

### Question Submission Information

#### Question Submission Open Date

02/13/2024 2:00 PM

#### Question Submission Close Date

03/28/2024 5:00 PM

#### Question Submission Email Address

cafarmtoschool@cdfa.ca.gov

#### Question Submission Additional Information

##### FAQs

During the application period, the CDFA will post Frequently Asked Questions (FAQs) on the California Farm to School Incubator Grant Program website: <https://www.cdfa.ca.gov/caf2sgrant/>

##### Questions & Answers



The CDFA cannot assist in the preparation of grant applications; however, for general assistance and questions related to the Farm to School Incubator Grant Program process, please contact the CDFA Office of Farm to Fork via email at [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov).

The CDFA Office of Farm to Fork will anonymize and summarize the questions and answers online on the California Farm to School Incubator Grant Program website (<https://www.cdfa.ca.gov/caf2sgrant/>) on a weekly basis so that all potential applicants may benefit from submitted questions and answers. To ensure a response from the CDFA, please submit questions by March 28, 2024.

#### Grant Info Session

At the beginning of the application period, the CDFA Office of Farm to Fork will host an info session via Zoom to provide an overview of the 2023-24 California Farm to School Incubator Grant Program. Please visit the California Farm to School Incubator Grant Program website to register for the info session: <https://www.cdfa.ca.gov/caf2sgrant/>. The CDFA Office of Farm to Fork will record this info session and post the recording on the California Farm to School Incubator Grant Program website.

#### Q&A Zoom Sessions

During the application period, the CDFA Office of Farm to Fork will conduct a series of weekly Q&A Zoom Sessions about the California Farm to School Incubator Grant Program. Please visit the California Farm to School Incubator Grant Program website to register for each session: <https://www.cdfa.ca.gov/caf2sgrant/>. The CDFA Office of Farm to Fork will record each session and post the recording on the California Farm to School Incubator Grant Program website.

#### AmpliFund

For technical support with the Amplifund web portal, please contact AmpliFund by emailing [support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com) or calling the help desk at (216) 377-5500 ext. 2. Phone support is available from 8:00am – 8:00pm ET, Monday through Friday, excluding holidays.

## Eligibility Information

### Eligibility Type

Public

### Additional Eligibility Information

Track 1 Eligibility: California public school districts, county offices of education, charter schools, and Tribal schools (such as those administered through the Bureau of Indian Education) that are a School Food Authority (SFA) currently operating the National School Lunch Program (NSLP).

## Additional Information

### Additional Information URL

<https://www.cdfa.ca.gov/caf2sgrant/>

### Additional Information URL Description

For additional information about this grant program, and to view the estimated program timeline and the Request for Applications (RFA), please visit the California Farm to School Incubator Grant Program website (link above).



## Project Information

### Application Information

Application Name

Bridges Charter School

Award Requested

\$200,000.00

Total Award Budget

\$200,000.00

### Primary Contact Information

Name

Kelly R. Simon, PhD

Email Address

kelly.simon@bridgescharter.org

Address

1335 Calle Bouganvilla  
Thousand Oaks, CA 91360

Phone Number

(805) 394-3933



## Project Description

### 2023-24 California Farm to School Incubator Grant Program: Track 1 Application

---

#### INTRODUCTION

Welcome to the Track 1 application!

Track 1 is the California Farm to School TK-12 Procurement and Education Grant.

Here are a few important things to note:

- Save work often by clicking the green "Save" button; the system will time out after a period of time and any unsaved work will be lost.
- For detailed information about topics such as eligibility and allowable costs, please view the Request for Applications (RFA) on [the California Farm to School Incubator Grant Program website](#).
- If you would like to use an optional budget worksheet to prepare your responses before completing the budget sections of the application below, please visit [the California Farm to School Incubator Grant Program website](#) to access the budget worksheet.
- There are 100 points available total.
- The review criteria outlined within the application below is what the technical review committee will use when scoring Track 1 applications.
- Both the CDFA and the independent farm to school evaluation team will have access to applications. If an application advances to technical review, then technical reviewers will also have access to the information applicable to their review.
- Questions? Email [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov) or register for weekly Q&A Zoom sessions [here](#)

#### CA Public Records Act:

*All grant applications and project information submitted by farm to school grant applicants and/or grant recipients to the CDFA is subject to public disclosure. The California Public Records Act states that every citizen has the right to inspect and/or obtain a copy of any public record [Government Code section 7920.000 et seq.]. The CDFA Legal Office shall determine if the public record requested is exempt from disclosure. Public records must be disclosed unless exempt under the Government Code or other applicable law.*

#### CDFA Privacy Policy:

<https://www.cdfa.ca.gov/privacy.html>

---

#### FOUNDATIONAL INFORMATION

1. Organization Name

Bridges Charter School

2. Organization Mailing Address - Line 1

1335 Calle Bouganvilla

Organization Mailing Address - Line 2

Organization Mailing Address - City

Thousand Oaks



Organization Mailing Address - State  
 California

Organization Mailing Address - Zip Code  
 91360

3. County Location: In what county is your organization located?

Ventura ▼

4. Eligibility: Please select your applicant type.

- ☐ Option A: School district in CA that is a School Food Authority currently operating the National School Lunch Program
- ☐ Option B: County office of education in CA that is a School Food Authority currently operating the National School Lunch Program
- ☒ Option C: Charter school in CA that is a School Food Authority currently operating the National School Lunch Program
- ☐ Option D: Tribal school in CA (such as those administered through the Bureau of Indian Education) that is a School Food Authority currently operating the National School Lunch Program
- ☐ Option E: Tribal school in CA that is operating school meal programs outside of traditional USDA school meal programs (see note below)

***Note about Option E: The CDFA acknowledges that Tribal governments and Tribal-based non-profit organizations may operate school meal programs outside of traditional USDA school meal programs like the NSLP. Beyond the eligibility criteria in Options A through D above, the CDFA will determine eligibility of Tribal schools on an individual basis and encourages interested applicants to connect via email at [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov).***

5. Schools Project Will Serve: How many school sites will your project serve?

1

6. List the name of each school site your project will serve and note if it is a Title I school.

Bridges Charter School

***If the project will not serve at least one Title I school, then please note that the CDFA will first prioritize proposed projects that will serve at least one Title I school. This is due to the budget bill language for this round of funding, which states that "\$30,000,000 shall be made available to fund project applications from schools that receive funds under Title I, Part A of the federal Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6301 et seq.) first."***

7. Number of Students Project Will Serve: How many total K-12 students are enrolled at the school sites that you listed in #6? (based on 2022-23 Census Day Enrollment)

- Step 1: Refer to this spreadsheet: <https://www.cde.ca.gov/ds/ad/documents/frpm2223.xlsx>
- Step 2: Navigate to the "FRPM School-Level Data" tab
- Step 3: Find the school sites that you listed in #6 in column G ("School Name")
- Step 4: Add the K-12 enrollment (column R) for each of those school sites together
- Step 5: Enter the total below

Number of Students Project Will Serve (i.e., total number of K-12 students enrolled at the school sites that you listed in #6)

351



## FUNDING FORMULA + DOLLAR AMOUNT REQUESTED

### 8. Funding Formula

- **Step 1: Take your response to #7 (Number of Students Project Will Serve)**
- **Step 2: Multiply that number by \$15**
- **Step 3: Write the product of your multiplication below**

Product of your multiplication

\$5,265.00

### 9. Dollar Amount Requested

- The award amount requested must fall between \$200,000 and \$1 million.
- If the product of your multiplication is between \$200,000 and \$1 million, then the product of your multiplication is the maximum award amount for which you may apply.
- If the product of your multiplication is less than \$200,000, then please apply for \$200,000.
- If the product of your multiplication is more than \$1 million, then please apply for \$1 million.

Enter dollar amount requested here

\$200,000.00

## PROJECT TEAM

**Farm to School Project Team: Please share name, title, and a two-sentence description of each team member's involvement in the project. The first sentence should describe the person's role within the project, and the second sentence should clearly describe why they think this project is important. Each project should have at least four team members. The same person may fill multiple roles.**

10. Member 1: School Nutrition Services Representative - this person should ensure collaboration and coordination across the school nutrition services department, including procuring CA foods and engaging students in farm to school activities. This role is typically filled by a school nutrition services director or similar leadership position within the school nutrition services department.

Member 1: First and Last Name

Cindy McCarthy

Member 1: Position Title

Assistant Director and coordinator of the NSLP at Bridges Charter School

Member 1: One sentence describing their role within the project

Ms. McCarthy will be responsible for overseeing adherence to the guidelines of the NSLP and continue a partnership with Bridges' school lunch provider to ensure the Farm to Table program complements and supports the school food program currently provided.

Member 1: One sentence clearly describing why they think this project is important

Ms. McCarthy believes this project is important because of its potential for creating a supportive environment for Bridges diverse student population, where all students can be supported and be seen in the production of their own food and cultural traditions.



11. Member 2: School District Administration Representative - this school district leader should ensure collaboration and coordination for the overarching farm to school project and should show that the school district is committed to farm to school implementation across departments. This role is typically filled by a superintendent, assistant superintendent, or similar leadership position.

Member 2: First and Last Name

Kelly Simon

Member 2: Position Title

Executive Director

Member 2: One sentence describing their role within the project

Dr. Simon's role in the project is to ensure alignment of the Farm to Table program with a standards based curriculum for students, and to oversee the successful implementation of the project including project budgeting, program compliance, overseeing the hired staff, facilitating a productive partnership with community organizations that Bridges partners with, and ensuring that the project has continuous sources of funding for future years.

Member 2: One sentence clearly describing why they think this project is important

Dr. Simon believes this project is important in that it creates an educational platform for Bridges diversifying student population, where students are able to individualize and have a sense of agency in their own learning path.

12. Member 3: School District Educational Representative - this school district representative should ensure credentialed public school educators are engaged in the farm to school project across the school district and help coordinate student engagement in farm to school activities. This role is typically filled by a chief education officer or similar position.

Member 3: First and Last Name

Kelly Simon

Member 3: Position Title

Executive Director

Member 3: One sentence describing their role within the project

Kelly Simon will engage teachers and staff in the process of creating curriculum and providing feedback on our Farm to Table program in order to ensure that all students have access.

Member 3: One sentence clearly describing why they think this project is important

Dr. Simon believes this project is important because it ensures more opportunities for students to incorporate multi-faceted hands-on education coupled with Bridges Service Learning projects, which are an important part of Bridges School Charter.

13. Member 4: Farm to School Project Lead - this person will be the main point of contact for the grant.

Member 4: First and Last Name

Khanh Tran

Member 4: Position Title

Educator and Chef

Member 4: One sentence describing their role within the project

Khanh Tran will oversee that all criteria of the project are addressed (60% of time), as well as provide hands-on food education to our students (40% of time.) As a chef, Khanh teaches hands-on Farm to Table cooking and culinary history classes for Bridges students.

Member 4: One sentence clearly describing why they think this project is important

Khanh Tran believes that the importance of Bridges Edible Education Program lies in the food knowledge and know-how of producing and procuring minimally processed food that will foster nutritional and mental wellness in our youth.

Member 4: What percentage of this person's time will be dedicated to the project? NOTE: when you enter your response, please enter it as a decimal. For example, if your response is 30%, please enter .3

100.00%



Member 4: What other projects does this person oversee?

None

14. Additional Team Members, including proposed contractors – If your project team includes additional team members, please include them in this section. Please share name, title, and a two-sentence description of each additional team member's involvement in the project. Additional team members may include school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team.

**Rian Dempster (Infrastructure Lead):** Rian oversees the design, construction, and maintenance of the outdoor classroom including the design of a teaching kitchen and edible gardens beds. Rian is involved in the development of a hands-on curriculum that teaches design, construction, and food production in these outdoor food spaces. Rian believes this project is important for teaching youth real-life skills that sets them up for success as productive, caring, and confident citizens in the natural world.

**Kaliko Farms/Omma's Garden:** Kaliko Farms is owned by Kaliko Orian, a native Hawaiian woman, a socially-disadvantaged CA food producer. They will provide Bridges with heritage farm eggs from free-range hens that are fed non-gmo, no corn, no soy feed to Bridges. She finds her participation in this project as a food vendor for Bridges important not only for nourishing kids with nutritious eggs that are minimally processed, but also as a way to show kids the importance of knowing the history of where their food comes from.

**AZ-Ranch:** Located in Agoura Hills, AZ-Ranch is a certified organic farm and nursery that will provide Bridges with microgreens, seasonal vegetables, and duck eggs. They feel that this project is important because it educates kids on how organic farming can be tastier, close to home, and healthier for them.

**Espinosa Farms:** From Fresno, a family-run, small farm, will provide seasonal fruits, from citrus to persimmons to Bridges, along with dried fruits and preserves made from their satellite kitchen in Oxnard, called Made in a Home Kitchen. They find that Bridges' project is important because it will show kids how the love for what you do can be shared with your family, and it doesn't have to be, and it does not have to be over-processed in a big factory,

**Roan Mills Grains/Kenter Canyon Farms:** Located along the Santa Clara River, they partner with Friends of Santa Clara River to practice environmental stewardship on their farm, and will provide Bridges with preserved, heritage wheat varieties, corn, and other whole grain flours. They see their participation in Bridges Edible Education important because the students will be able to see that the hands-on food education they are taught, mirrors the hands-on minimal processes of the Roan Mills' own operation as a farmer, miller, and baker.

**Growing Together Education:** Located in Thousand Oaks, they work with school communities to develop academically rigorous and interactive environmental education programs, and will provide Bridges teachers with a tailored food curriculum incorporating Life Lab Garden-Enhanced Nutrition Education K-8 and Junior Master Gardener Educator Books Learn, Grow, Eat & Go. This project is important because it will provide a food education that will instill students with a sense of connection and responsibility with the natural world that is needed in a technology driven world.

**ACE Charter High School:** ACE Charter High School students involved in the Construction track are required to complete multi-faceted construction projects as part of their senior graduation. Bridges plans to partner with ACE Charter High School administrators, teachers, and students to complete construction projects as part of this grant to include the construction of an outdoor portable kitchen and garden beds. The students and teachers will work with Bridges Charter school students on the design and engineering of the projects.

**PAC & Parent Volunteers:** Bridges partnership with our PAC, a 501c3 and its' affiliated parent volunteers is the backbone of Bridges' success. PAC labor, funding, and community support to the program. The Edible Education project is important to the organization because hands-on food education fosters opportunities for social and emotional learning that connects the students to their food and the Earth, their family, school community, and the communities beyond, which is a foundational philosophy of our school's charter.

## PROJECT TEAM + ORGANIZATIONAL COMMITMENT

15. Team Engagement: How will team members stay engaged in project implementation throughout the duration of the grant?

Our team has made significant investments in our Farm to Table program in the past year that includes a redesign of our outdoor classroom; implementation of cooking classes with TK-8th grade students; and the design of a curriculum for middle school that aligns with NGSS and ELA content standards. The funding received through this grant will





enhance our teams' engagement, and will be executed in the following ways:

- 1) Lead Teacher and Chef, Khanh Tran will design more curriculum for TK-8th grade students about minimally processed foods and document the success of the acquired hands-on food knowledge by our team, teachers, and students.
- 2) Surveys will be conducted quarterly and annually to assess the success of the program. Survey items will include results of student and team taste-tests, and their reception of school meal items that incorporate procured, California grown or produced, whole or minimally processed foods.
- 3) Building first name relationships among members of our team and students with our food producers to keep the vision of the food made for school meals top of mind.
- 4) Celebrating milestones: i.e. the first seasonal harvest, final construction of a garden bed by students and volunteers, rolling out the first school meal under criteria of the Edible Education program.
- 5) Validating student and team feedback to influence changes to what is grown seasonally in the school garden beds, what food is procured from local food producers, what new recipes will be developed for school meals, and how this feedback evolves the program objectives.

16. Anticipated Challenges: Past grantees have shared challenges with hiring, construction timelines, supply chain disruptions, staff turnover, and general lack of staff capacity that have made it difficult to implement their proposed projects. Based on what you know about your organization, what challenges do you expect to face implementing this project, and how will your team overcome these challenges?

Bridges Charter School does not have an onsite kitchen. Bridges leases its school property; i.e. land and buildings from the Conejo Valley School District, and cannot make structural changes to construct a kitchen. Through the National School Lunch Program, we purchase school meals from the District's central kitchen. The menu items are often pre-packaged and do not include foods menu items procured from local California farmers. We seek to overcome this challenge by partnering with local growers to provide Bridges students and our wider community with access to whole or minimally processed foods that are incorporated into school meals. Moreover, our vision to create hands-on food education that complements the school meal program's California food procurement efforts is also challenged by a lack of a teaching kitchen and dilapidated garden beds, but also limited staffing and access to professional development/curriculum for our current educators.

Our team can overcome these challenges by implementing the following with student involvement:

- 1) Engage our students in hands-on food education, involving the construction of a portable outdoor teaching kitchen and refurbishment of edible garden beds from which they can procure minimally processed food for school meals.
- 2) Involve students in the business of procuring minimally processed food from small, socially disadvantaged, and organic food producers.
- 3) Rent a commercial kitchen to produce and teach students how to scale and prepare school meal items that incorporate procured, California grown or produced, whole or minimally processed foods.
- 4) Contract with Growing Together Education to enhance and support our educators with a tailored Bridges Edible Education food curricula for TK-8 students that is standards-aligned, culturally relevant and complements the production of food for school meals.
- 5) Staff a Farm to School Project Lead/Chef to oversee that all criteria of the grant program are addressed, and an Infrastructure Lead to construct and maintain the outdoor teaching kitchen and edible gardens for the education and production of minimally processed food.

17. Organizational Commitment: Describe how farm to school fits into your organization's existing goals and programming.

The farm to school project fits into Bridges existing mission statement as stated here: Our mission is to educate the whole child using a combination of innovative curriculum and instruction along with social/emotional education embedded in the program. Students will be enabled to reach their innate intellectual, creative, and leadership potential through our commitment to nourish curiosity, compassion, independence, resourcefulness, and respect for diversity. The overall objective of bringing hands-on food education, and providing minimally processed food from California, aligns with Bridges philosophy of an integrated, multi-faceted, whole child education that supports our students in their healthful journey of learning to become confident, knowledgeable, and empathic global citizens.

## Review Criteria for Project Team + Organizational Commitment: 15 points available

### 15. Team Engagement Review Criteria



*Applicant's description of how team members will stay engaged in project implementation throughout the duration of the grant is:*

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear

#### 16. Anticipated Challenges Review Criteria

*Applicant's description of challenges they expect to face while implementing this project and how their team will overcome these challenges is:*

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear

#### 17. Organizational Commitment Review Criteria

*Applicant's description of how farm to school fits into their organization's existing goals and programming is:*

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear

### COMMUNITY NEED

**18. CDFA Data Look-up from the CDE (School Year 2022-23):** The CDFA will look up the following data from the CDE. Applicants may skip this question.

*Average free and reduced-price meal (FRPM) eligibility rate (%) across the school sites the project will serve. The CDFA will refer to the school sites listed above in #6 and to column V of the following spreadsheet (FRPM School-Level Data tab) to calculate this metric: <https://www.cde.ca.gov/ds/ad/documents/frpm2223.xlsx>*

**19. Making the Case:** In Parts A and B below, make the case for your community and for this project.

Making the Case - Part A: What challenges does your community face that aren't reflected in the data point from #18 above? NOTE: Specific challenges may include but are not limited to: food insecurity rate, child poverty rate, natural disasters such as wildfires and floods, impacts of the COVID-19 pandemic on the school community, CalEnviroScreen 4.0 percentile, historical and/or systemic injustices, limited resources, limited access to affordable and nutritious food, rural locale, etc.

We continue to realize the impact of COVID on student learning, and the psycho-social-emotional challenges that students are facing as a result of learning from home and not having access to other peers. Since returning to the school setting following the pandemic, we have recognized that structured opportunities for hands-on learning that are collaborative, cross disciplinary, that give students the chance to solve real world problems, and that provide students with some autonomy over their learning are most impactful for students in supporting their social, emotional, and academic needs in a post-pandemic world.

Making the Case - Part B: How does your proposed project meet those community needs that you identified in Part A above?

Bridges Charter School values project-based curriculum and support staff by funding it through our general operating budget. These values are reflected in our Charter and are supported by our PAC; however, with the COLA projected at 0-1% for SY 2024-2025, we will face the challenge of having to make difficult cuts to programs that have previously been supported with one time funds.



Finally, the population of students that we serve continues to rapidly grow in diversity, and we have in turn had to make shifts in staffing, curriculum, and resources to support our quickly changing demographic. For example, in 2010 when our Charter was first granted, our SED population was 5% and it has now grown to 21%. Our population of students with disabilities has grown from 7% to 16% in the past 5 years. Our population of Hispanic students, currently at 27%, has grown 2% in the past year, and by 5% in the past two years. We expect to experience continued growth in diverse population of students, and we are readily adapting our programs to meet the needs of our changing demographics.

---

## Review Criteria for Community Need: 35 points available

### 18. CDFA Data Look-up Review Criteria

*Average free and reduced-price meal (FRPM) eligibility rate (%):*

- *20 points: 90.1 to 100%*
- *18 points: 80.1 to 90%*
- *16 points: 70.1 to 80%*
- *14 points: 60.1 to 70%*
- *12 points: 50.1 to 60%*
- *10 points: 40.1 to 50%*
- *8 points: 30.1 to 40%*
- *6 points: 20.1 to 30%*
- *4 points: 10.1 to 20%*
- *2 points: 1 to 10%*
- *0 points: less than 1%*

### 19. Making the Case (Part A) Review Criteria

*Applicant's identification of challenges their community faces and demonstration that those challenges are significant are:*

- *9 points: clear*
- *4 points: somewhat clear*
- *0 points: unclear*

### 19. Making the Case (Part B) Review Criteria

*Applicant's description of how their proposed project meets the community needs described in Part A is:*

- *6 points: clear*
  - *3 points: somewhat clear*
  - *0 points: unclear*
- 

## PROJECT TITLE + SUMMARY

20. Project Title: What is the title of your proposed project?



## Bridges Edible Education Program

21. Project Summary: Please describe your project in 1000 characters or fewer. If your project is selected for funding, the CDFA will share your project summary publicly as part of the grant announcement. The summary should succinctly state how your project will combine CA food procurement with hands-on food education efforts and highlight any significant investments or project outcomes.

Bridges Edible Education Program will build an infrastructure, where students will be able to follow their food from soil to plate. Firstly, the program will provide multi-disciplinary curricula for TK-8th grades, where students can build and grow edible garden beds, help construct an outdoor tasting kitchen and recipes within this space. Secondly, students will also learn how to scale and prepare minimally processed food in a commercial kitchen for school meals. Finally, students will learn how to procure minimally processed food from their own school gardens, and from local California food producers for their school meals.

## PROPOSED PROJECT - PROCUREMENT WORK PLAN + BUDGET

Please review the following grant program definitions before responding to #22:

- **Food Producer:** This grant program defines a California food producer as a person, group of individuals, non-profit organization, or California Native American Tribe that leases, rents, or owns land in California (whether the land is publicly owned, privately owned, or Tribal land) and cultivates crops, raises livestock, and/or uses Indigenous food production practices on this land, and/or a California seafood harvester. **NOTE:** this does not include school-operated gardens and school-operated farms; however, this does include third parties (such as individual contractors or non-profit organizations) that operate a farm on school property.
- **Small to Midsize Food Producers:** The California Farm to School Incubator Grant Program defines small to midsize food producers as those for which the average annual gross cash farm income during the previous three-year period is less than \$1 million.
- **Veteran Food Producers:** Based on the first component of [the USDA](#) definition of a “veteran farmer or rancher,” the California Farm to School Incubator Grant Program defines a veteran food producer as a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve components thereof, and was released from the service under conditions other than dishonorable.
- **Socially Disadvantaged Food Producers:** **Socially Disadvantaged Food Producer:** A socially disadvantaged food producer means a food producer who is a member of a “socially disadvantaged group.” Per [California’s Farmer Equity Act of 2017 \(Assembly Bill \(AB\) 1348\) Food and Agricultural Code section 510 et seq.](#), a “socially disadvantaged group” is a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. In accordance with AB 1348, these groups include all of the following: African Americans, Native Indians, Alaskan Natives, Hispanics, Asian Americans, and Native Hawaiians and Pacific Islanders. In addition, the California Farm to School Incubator Grant Program includes women and lesbian, gay, bisexual, transgender, and queer (LGBTQ+) people as socially disadvantaged groups. Many groups have been “socially disadvantaged” within the agriculture industry, and the inclusion of such groups as enumerated above in this category is a reflection of that reality, and consistent with the objective of ensuring that these groups are included in the funding priorities of this Request for Applications.
- **Limited-Resource Farm Households:** Per [the United States Department of Agriculture \(USDA\)](#), limited-resource farm households are those that, for two years in a row, have low farm sales and low household income, according to [this tool](#).
- **Climate Smart Agriculture Practices, Climate Smart Agriculture Production Systems, or Other Regenerative Strategies:** Climate smart agriculture practices include those defined by [the USDA Natural Resources Conservation Service \(NRCS\) Conservation Practice Standards \(CPS\)](#) and those identified by [the CDFA Office of Environmental Farming and Innovation](#) via the [Healthy Soils Program \(HSP\)](#), [Alternative Manure Management Program \(AMMP\)](#), [Dairy Digester Research and Development Program \(DDRDP\)](#), and [State Water Enhancement and Efficiency Program \(SWEEP\)](#), including but not limited to cover cropping, no or reduced till, hedgerow plantings, compost application, and prescribed grazing.



*Climate smart agriculture production systems include certified organic or transitioning to certified organic. Other regenerative strategies include those that also increase resilience to climate change, improve the health of communities and soil, protect water and air quality, increase biodiversity, and help store carbon in the soil. Please note that a process is currently underway to [define regenerative agriculture for state policies and programs](#); once the definition is established, this grant program's definition of regenerative agriculture will align.*

## 22. CA Food Procurement Goal: Check all that apply

### Required Goal 1

- ☒ Our proposed project will increase procurement of California grown or produced, whole or minimally processed food for incorporation into school meals

### Optional Goal 2

- ☒ Our proposed project will increase procurement of whole or minimally processed food (for school meals) from small to midsize food producers in CA
- ☐ Not Applicable

### Optional Goal 3

- ☒ Our proposed project will increase procurement of whole or minimally processed food (for school meals) from veteran, socially disadvantaged, and/or limited-resource food producers in CA
- ☐ Not Applicable

### Optional Goal 4

- ☒ Our proposed project will increase procurement of whole or minimally processed food (for school meals) from food producers in CA that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic
- ☐ Not Applicable

***Important note about #22: In this grant program, the term "food producers" does not include school-operated gardens or school-operated farms. However, it does include third parties (such as individual contractors or non-profit organizations) that operate a farm on school property. If your proposed project will procure CA grown or produced, whole or minimally processed food for school meals from school-operated gardens/farms only, then you would be eligible to check goal 1 above, but not goals 2, 3, or 4.***

## 23. Audience: How many students will the procurement component of your project reach? Please select one.

- ☒ All students who are enrolled in the school site(s) that the project will serve (reference response to #6 above)
- ☐ Specific student population(s) within these school sites

## 24. Budget Category #1a – CA Food Procurement (school meals): How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed foods for school meals?

(24a) Enter Total Dollar Amount: CA Food Procurement for school meals

**\$24,000.00**

If \$0, please describe the other source(s) of funding that you will be using for CA food procurement for school meals during the project.

(24b) Timeline: In what months will the project spend these funds on California grown or produced, whole or minimally processed foods for school meals? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)

## 25. Budget Category #2 – School Kitchen Costs: How much total grant funding will the project allocate toward school kitchen supplies, equipment, and infrastructure to support the utilization of California grown or produced, whole or minimally processed foods in school meals?



**Note: If you are unsure whether to categorize an item as supplies, equipment, or infrastructure, it is ok. Please include the item in the category that seems to fit best.**

**Definition of Supplies: Tangible personal property having a useful life of less than one year or a per-unit value of less than \$5,000.**

**Example formatting for (25b):**

- **Scratch cooking supplies (blenders, pans, whisks): The purpose of the scratch cooking supplies is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.**
- **Etc.**

(25a) Enter Total Dollar Amount: school kitchen supplies

\$4,902.00

(25b) Itemization and Description: Please list the school kitchen supplies and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.

Commercial Kitchen Supplies: The purpose of commercial kitchen supplies is to complete Goal 27(2)-Activity #12, Goal 27(3)-Activity #9, Goal 27(4)-Activity #10 from our work plan: On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers with surveys.

Commercial Kitchen Supplies listed as the following:

Cambros-Set of 4  
 Convertible Aluminum Hand Truck - 1,000lb  
 Full Hotel Pans with Lids  
 Full Sheet Pans  
 Green Sterno Cans  
 Half Hotel Pans with Lids  
 Kids Knife Set (32)  
 Quarter Pans  
 Vevor 6 packs Chafing Dish  
 Vivohome Outdoor Folding Table  
 Yard Hauling Cart - 7 cu ft  
 Kitchen Towels (60)  
 Parchment Paper  
 Plastic Table Clothes  
 Plastic Wrap

**Definition of Equipment: Tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. The acquisition cost includes the cost of any necessary accessories and all incidental costs incurred to put the asset into place and ready for its intended use.**

**Refer to [Sections 324.1, and 324.2 of the CDFA Grant Administration Regulations](#) for guidance regarding equipment property records and disposition.**

**Note: In accordance with the [CDFA Grant Administration Regulations, Section 330.1\(c\)\(1\)](#), if an equipment cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award.**

**Example formatting for (25d):**

- **5 Commercial Food Processors: \$75,000 total**  
**Estimated cost is \$15,000 per commercial food processor. The purpose of the commercial food processors is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.**
- **Etc.**

(25c) Enter Total Dollar Amount: school kitchen equipment

\$0.00

(25d) Itemization and Description: Please list the school kitchen equipment, estimate the cost of each item, and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.





Not Applicable

### Infrastructure:

**Note:** In accordance with the [CDFA Grant Administration Regulations, Section 330.1\(c\)\(1\)](#), if an infrastructure cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award.

### Example formatting for (25f):

- **Temperature Monitoring Software for Walk-in Refrigerator and Freezer: \$2,000**  
Estimated cost is \$2,000. The purpose of the temperature monitoring software is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.
- Etc.

(25e) Enter Total Dollar Amount: school kitchen infrastructure

\$7,680.00

(25f) Itemization and Description: Please list the school kitchen infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.

Offsite Commercial Kitchen Rental (48 hours/month x 8 months) @ \$30/hour :\$7,680. Estimated cost is \$7,860. The purpose of commercial kitchen supplies is to complete Goal 27(2)-Activity #12, Goal 27(3)-Activity #9, Goal 27(4)-Activity #10 from our work plan: On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers with surveys.

(25g) Timeline: In what months will the project spend these funds on school kitchen supplies, equipment, and infrastructure? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for school kitchen supplies, equipment, and infrastructure is \$0)

26. Who will be responsible for implementing the CA food procurement component of the project? Enter name(s) below.

Kelly Simon, Cindy McCarthy & Khanh Tran, Rian Dempster, Bridges students

**27. CA Food Procurement Activities and Timeline:** Please complete the following text box(es), listing the specific activities the project will implement to achieve each CA food procurement goal during the project, as well as a timeline for each activity.

**Activities:** HOW you will achieve the goal

**Timeline:** WHEN you will implement the activities (e.g., "throughout the duration of the project" or specific month(s) like "January-March 2025")

**Note:** The estimated grant term is November 2024 - October 2026.

**Please use this format:**

**Activity 1:** \_\_\_\_\_

**Timeline:** \_\_\_\_\_

**Activity 2:** \_\_\_\_\_

**Timeline:** \_\_\_\_\_

Etc.

Goal 1: Increase procurement of California grown or produced, whole or minimally processed food for incorporation into



school meals. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

Activity 1: Establish reports, documentation for program and grant (taste-tests, school meal surveys, food producer reports, financial reports, quarterly check in surveys, annual procurement check-in. etc.)

Timeline: November - December 2024

Activity 2: Finalize design and refurbish (18) 4' X 8" Bridges garden beds with 6-8th grades to plant seasonal food for school meals

Timeline: November - December 2024

Activity 3: Purchase garden equipments and supplies

Timeline: November - December 2024

Activity 4: Assemble greenhouse with 6-8th grades

Timeline: November - December 2024

Activity 5: Plan gardening and harvest schedule for Fresh Fridays school meals: Veggie Egg Bites (winter/spring), Super-sized Salad Bar (spring/summer), Stir-Fry Rice Bowls (spring/summer), Harvest of the Month, and other food from Bridges garden

Timeline: November - December 2024

Activity 6: Setup rental of commercial kitchen (48 hours/month), and purchase of equipment and supplies

Timeline: November - December 2024

Activity 7: Schedule cooking and serving Fresh Fridays school meals and Harvest of the Month bi-monthly starting January 16th, 2025

Timeline: November - December 2024

Activity 8: Design and print posters advertising Fresh Fridays and HOTM school meals that include food procured from Bridges gardens with TK-8th grade

Timeline: November - December 2024

Activity 9: Plant starter seeds in greenhouse with TK-8th grades for school meals (Veggie Egg Bites, Super-sized Salad Bar), and HOTM

Timeline: November - December 2024

Activity 10: 1 week prior to Fresh Fridays: Test school meal recipe with food from Bridges gardens in outdoor test-kitchen with students and document

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 11: 1 week prior to Fresh Fridays, begin procurement of food from Bridges gardens for school meal with all students

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 12: 1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 13: On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers with surveys

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 14: Monday following Fresh Fridays, evaluate school meal surveys and HOTM taste-tests for successes, opportunities

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 15: Adjust procurement based upon reception of school meal

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 16: Pivot growing, procuring practices for any changes (if needed) in seasonal school meal recipe and HOTM

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 17: Complete quarterly check-in survey with all students, teachers, and team

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 18: Directly sow seeds and starter plants in garden beds with TK-8th grades for school meals (Veggie Egg





Bites, Super-sized Salad Bar, Stir-Fry Rice Bowls), and HOTM  
 Timeline: January-April 2025

Activity 19: Finalize Fresh Fridays school meal recipes for 2025-2026 school year: Salsa and Corn Tortillas (summer/fall), Green Lasagna (fall/winter), Parts of a Plant Soup with Whole Wheat Flatbread (winter/spring), Polenta and Roasted Vegetables (spring/summer)  
 Timeline: May-June 2025

Activity 20: Confirm (2) Summer Enrichment Sessions scheduled for July 15th -July 26th, with 1st-8th grades, to plant starter seeds in greenhouse for 2025-2026 school meals  
 Timeline: May-June 2025

Activity 21: Confirm recipes for Summer Enrichment classes (Rice Paper Rolls, Summer Sushi, Watermelon 3-ways, Fruity Hand Pies) and HOTM  
 Timeline: May-June 2025

Activity 22: Assess and perform maintenance and inventory on Bridges garden beds, greenhouse, supplies, and equipment with 7th-8th students  
 Timeline: May-June 2025

Activity 23: Procure food from Bridges garden for Summer Enrichment class school meals  
 Timeline: July 2025 and July 2026

Activity 24: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year  
 Timeline: July 2025 and July 2026

Activity 25: Plant starter seeds in greenhouse and with 1st- 8th grades to provide food for 2025-2026 school meals  
 Timeline: July 2025 and July 2026

Activity 26: Plan gardening and harvest schedule for Fresh Fridays school meals: Salsa and Corn Tortillas (summer/fall), Green Lasagna (fall/winter), Parts of a Plant Soup with Whole Wheat Flatbread (winter/spring), Polenta and Roasted Vegetables (spring/summer), Harvest Festival, and HOTM  
 Timeline: August-September 2025

Activity 27: Schedule cooking and serving schedule for school meals bi-monthly on Fresh Fridays starting September 26th  
 Timeline: August-September 2025

Activity 28: Plant starter seeds in greenhouse and directly sow seeds and starter plants in garden beds with TK-8th grades for school meals (Salsa and Corn Tortillas, Green Lasagna), HOTM, and Harvest Festival  
 Timeline: August-September 2025

Activity 29: Complete annual procurement check-in with team and teachers  
 Timeline: October-December 2025

Activity 30: Plan meal and recipes for November Harvest Festival (in lieu of one Fresh Fridays meal) with PAC and parent volunteers  
 Timeline: October-December 2025

Activity 31: Design and print posters advertising Harvest Festival that will feature food procured from Bridges gardens, and partnered food producers with TK-8th grade  
 Timeline: October-December 2025

Activity 32: 1 week prior to Harvest Festival, begin procurement of food from Bridges gardens with all students  
 Timeline: October-December 2025

Activity 33: 1 week prior to Harvest Festival, test recipes in outdoor test-kitchen with all students and document  
 Timeline: October-December 2025

Activity 34: 1-2 days prior to Harvest Festival, scale and prep recipes in commercial kitchen with 7th and 8th students  
 Timeline: October-December 2025

Activity 35: On Harvest Festival, cook school meal in commercial kitchen and serve to students, teachers, and PAC



along with surveys

Timeline: October-December 2025

Activity 36: Collect and evaluate Harvest Festival school meal surveys for successes, opportunities that will inform future Harvest Festivals with assistance from PAC

Timeline: October-December 2025

Activity 37: Plant starter seeds in greenhouse and directly sow seeds and starter plants in garden beds with TK-8th grades for school meals (Parts of a Plant Soup with Flatbread, Polenta and Roasted Vegetables), and HOTM

Timeline: January-April 2026

Activity 38: Finalize Fresh Fridays school meal recipes for 2026-2027 school year: Potato Tacos with Pomegranate Salsa (summer/fall), Spinach Fettuccine (fall/winter), Spring Bean Salad (winter/spring), Super-Sized Salad Bar(spring/summer)

Timeline: May-June 2026

Activity 39: Plan (2) Summer Enrichment Sessions scheduled for July 6th -July 17th, to plant starter seeds in greenhouse with 1st-8th grades for 2025-2026 school meals

Timeline: May-June 2026

Activity 40: Confirm recipes for Summer Enrichment classes and HOTM: Empanadas and Chimmichurri, Cold Soba Noodles with Cucumber Salad, Stone Fruit Tarts

Timeline: May-June 2026

Activity 41: Plan gardening and harvest schedule for Fresh Fridays school meals: Potato Tacos with Pomegranate Salsa (summer/fall), Spinach Fettuccine (fall/winter), Spring Bean Salad (winter/spring), Super-Sized Salad Bar(spring/summer), Harvest Festival, and HOTM

Timeline: August-September 2026

Activity 42: Schedule cooking and serving schedule for school meals bi-monthly on Fresh Fridays starting September 25th

Timeline: August-September 2026

Activity 43: Plant starter seeds in greenhouse and directly sow seeds and starter plants in garden beds with TK-8th grades for school meals (Potato Tacos with Pomegranate Salsa, Spinach Fettuccine), HOTM, and Harvest Festival

Timeline: August-September 2026

Activity 44: Plan meal and recipes for November Harvest Festival (in lieu of one Fresh Fridays meal) with PAC and parent volunteers

Timeline: October 2026

Activity 45: Complete annual procurement check-in with team and teachers

Timeline: October 2026

Goal 2: Increase procurement of whole or minimally processed food (for school meals) from small to midsize food producers in CA. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

Activity 1: From Fresno, Espinosa Farms is a family-run, small farm, who will provide seasonal fruits, from citrus to persimmons to Bridges, along with dried fruits and preserves made from their satellite kitchen in Oxnard, called Made in a Home Kitchen. Setup bi-monthly delivery schedule with Espinosa Farms starting January, 2025.

Timeline: November-December 2024

Activity 2: Establish procurement SOPs and reports (quarterly check in surveys, annual procurement check-in)

Timeline: November-December 2024

Activity 3: Share Fresh Fridays 2024-2025 school meal recipes with Espinosa Farms: Veggie Egg Bites (winter/spring), Super-sized Salad Bar (spring/summer), Stir-Fry Rice Bowls (spring/summer)

Timeline: November-December 2024

Activity 4: Set procurement budget for school meal recipes and HOTM

Timeline: November-December 2024

Activity 5: 1 week prior to Fresh Fridays, begin procurement of food from Espinosa Farms for school meal with 6th-8th grades

Timeline: January-June 2025-2026, August 2025-October 2026



Activity 6: 1 week prior to Fresh Fridays, taste-test school meal recipe in test-kitchen with all students and document  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 7: 1-2 days prior to Fresh Fridays, receive delivery from Espinosa Farms in  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 8: 1 week prior to Fresh Fridays, begin procurement of food from Espinosa Farms for school meal with 6th-8th grades  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 9: 1 week prior to Fresh Fridays, taste-test school meal recipe in test-kitchen with all students and document  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 10: 1-2 days prior to Fresh Fridays, receive delivery from Espinosa Farms in commercial kitchen.  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 11: 1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 12: On Fresh Friday, cook school meal in commercial kitchen and serve to students and teachers with surveys  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 13: Monday following Fresh Fridays, along with 6th-8th students, evaluate school meal surveys and HOTM taste-tests for successes, opportunities with Espinosa Farms  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 14: f necessary, adjust procurement based upon reception of school meal  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 15: Complete quarterly check in surveys  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 16: Complete annual procurement check in  
 Timeline: January-June 2025-2026, August 2025-October 2026

Activity 17: Share (2) Summer Enrichment Sessions scheduled for July 15th -July 26th  
 Timeline: May-July 2025

Activity 18: Confirm delivery and procurement schedule for Summer Enrichment Classes  
 Timeline: May-July 2025

Activity 19: Together with 6th-8th students, share recipes for Summer Enrichment classes (Rice Paper Rolls, Summer Sushi, Watermelon 3-ways, Fruity Hand Pies) with Espinosa Farms  
 Timeline: May-July 2025

Activity 20: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year  
 Timeline: May-July 2025

Activity 21: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with Espinosa Farms: Salsa and Corn Tortillas (summer/fall), Green Lasagna (fall/winter), Parts of a Plant Soup with Whole Wheat Flatbread (winter/spring), Polenta and Roasted Vegetables (spring/summer)  
 Timeline: May-July 2025

Activity 22: Complete annual procurement check-in with team and teachers  
 Timeline: October-December 2025

Activity 23: Plan meal and recipes for November Harvest Festival (in lieu of one Fresh Fridays meal) with PAC and parent volunteers  
 Timeline: October-December 2025

Activity 24: Design and print posters advertising Harvest Festival that will feature food procured from Espinosa Farm, with TK-8th grade



Timeline: October-December 2025

Activity 25: 1 week prior to Harvest Festival, begin procurement of food with 6th-8th students  
 Timeline: October-December 2025

Activity 26: 1 week prior to Harvest Festival, test recipes in outdoor test-kitchen with all students and document  
 Timeline: October-December 2025

Activity 27: -2 days prior to Harvest Festival, receive delivery from Espinosa Farms in commercial kitchen.  
 Timeline: October-December 2025

Activity 28: 1-2 days prior to Harvest Festival, scale and prep recipes in commercial kitchen with 7th and 8th students  
 Timeline: October-December 2025

Activity 29: On Harvest Festival, cook school meal in commercial kitchen and serve to students, teachers and PAC  
 Timeline: October-December 2025

Activity 30: Collect and share Harvest Festival school meal surveys for successes, opportunities that will inform future Harvest Festivals with the assistance of PAC  
 Timeline: October-December 2025

Activity 31: Complete annual procurement check in  
 Timeline: October-December 2025

Activity 32: Share (2) Summer Enrichment Sessions scheduled for July 6th -July 17th  
 Timeline: May-July 2026

Activity 33: Confirm delivery and procurement schedule for Summer Enrichment Classes  
 Timeline: May-July 2026

Activity 34: Together with 6th-8th students, share recipes for Summer Enrichment classes Empanadas and Chimmichurri, Cold Soba Noodles with Cucumber Salad, Stone Fruit Tarts with Espinosa Farms  
 Timeline: May-July 2026

Activity 35: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year  
 Timeline: May-July 2026

Activity 36: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with Espinosa Farms: Potato Tacos with Pomegranate Salsa (summer/fall), Spinach Fettuccine (fall/winter), Spring Bean Salad (winter/spring), Super-Sized Salad Bar(spring/summer)  
 Timeline: May-July 2026

Activity 37: Complete annual procurement check-in with Espinosa Farms  
 Timeline: October 2026

Goal 3: Increase procurement of whole or minimally processed food (for school meals) from veteran, socially disadvantaged, and/or limited-resource food producers in CA. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

Activity 1: Located in Malibu, Kaliko Farms is owned by Kaliko Orian, a socially disadvantaged food producer, who will provide Bridges with heritage farm eggs from free-range hens. Setup bi-monthly delivery schedule with Kaliko Farms starting January, 2025.

Timeline: November-December 2024

Activity 2: Establish procurement SOPs and reports (quarterly check in surveys, annual procurement check-in)

Timeline: November-December 2024

Activity 3: Together with 6th-8th students, share Fresh Fridays 2024-2025 school meal recipes with Kaliko Farms: Veggie Egg Bites (winter/spring), Super-sized Salad Bar (spring/summer), Stir-Fry Rice Bowls (spring/summer)

Timeline: November-December 2024

Activity 4: Set procurement budget for school meal recipes and HOTM

Timeline: November-December 2024



Activity 5: 1 week prior to Fresh Fridays, begin procurement of food from Kaliko Farms for school meal with 6-8th students

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 6: 1 week prior to Fresh Fridays, taste-test school meal recipe in test-kitchen with all students and document

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 7: 1-2 days prior to Fresh Fridays, receive delivery from Kaliko Farms in commercial kitchen

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 8: 1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 9: On Fresh Friday, cook school meal in commercial kitchen and serve to students and teachers with surveys

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 10: Monday following Fresh Fridays, evaluate school meal surveys and HOTM taste-tests for successes, opportunities with Kaliko Farms

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 11: If necessary, adjust procurement based upon reception of school meal

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 12: Complete quarterly check in surveys

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 13: Complete annual procurement check in

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 14: Share (2) Summer Enrichment Sessions scheduled for July 15th -July 26th

Timeline: May-July 2025

Activity 15: Confirm delivery and procurement schedule for Summer Enrichment Classes

Timeline: May-July 2025

Activity 16: Together with 6th-8th students, share recipes for Summer Enrichment classes (Rice Paper Rolls, Summer Sushi, Watermelon 3-ways, Fruity Hand Pies) with Kaliko Farms

Timeline: May-July 2025

Activity 17: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year

Timeline: May-July 2025

Activity 18: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with Kaliko Farms: Salsa and Corn Tortillas (summer/fall), Green Lasagna (fall/winter), Parts of a Plant Soup with Whole Wheat Flatbread (winter/spring), Polenta and Roasted Vegetables (spring/summer)

Timeline: May-July 2025

Activity 19: Complete annual procurement check-in with team and teachers

Timeline: October-December 2025

Activity 20: Plan meal and recipes for November Harvest Festival (in lieu of one Fresh Fridays meal) with PAC and parent volunteers

Timeline: October-December 2025

Activity 21: Design and print posters advertising Harvest Festival that will feature food procured from Kaliko Farms with 6th-8th students

Timeline: October-December 2025

Activity 22: 1 week prior to Harvest Festival, begin procurement of food

Timeline: October-December 2025

Activity 23: 1 week prior to Harvest Festival, test recipes in outdoor test-kitchen with all students and document

Timeline: October-December 2025



Activity 24: -2 days prior to Harvest Festival, receive delivery from Kaliko Farms in commercial kitchen.  
 Timeline: October-December 2025

Activity 25: 1-2 days prior to Harvest Festival, scale and prep recipes in commercial kitchen with 7th and 8th students  
 Timeline: October-December 2025

Activity 26: On Harvest Festival, cook school meal in commercial kitchen and serve to students, teachers, and PAC along with surveys  
 Timeline: October-December 2025

Activity 27: Collect and evaluate Harvest Festival meal for successes and opportunities with team, teachers and PAC  
 Timeline: October-December 2025

Activity 28: Complete annual procurement check in  
 Timeline: October-December 2025

Activity 29: Share (2) Summer Enrichment Sessions scheduled for July 6th -July 17th  
 Timeline: May-July 2026

Activity 30: Confirm delivery and procurement schedule for Summer Enrichment Classes  
 Timeline: May-July 2026

Activity 31: together with 6th-8th students, share recipes for Summer Enrichment classes Empanadas and Chimmichurri, Cold Soba Noodles with Cucumber Salad, Stone Fruit Tarts with Kaliko Farms  
 Timeline: May-July 2026

Activity 32: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year  
 Timeline: May-July 2026

Activity 33: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with Kaliko Farms: Potato Tacos with Pomegranate Salsa (summer/fall), Spinach Fettuccine (fall/winter), Spring Bean Salad (winter/spring), Super-Sized Salad Bar(spring/summer)  
 Timeline: May-July 2026

Activity 34: Complete annual procurement check-in with Kaliko Farms  
 Timeline: October 2026

Goal 4: Increase procurement of whole or minimally processed food (for school meals) from food producers in CA that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

Activity 1: Located in Agoura Hills, AZ-Ranch is a certified organic farm and nursery that will provide Bridges with microgreens, seasonal vegetables, and duck eggs. Setup bi-monthly delivery schedule with Kaliko Farms starting January, 2025  
 Timeline: November-December 2024

Activity 2: Located along the Santa Clara River, Roan Mills Grains/Kenter Canyon Farms partners with Friends of Santa Clara River to practice environmental stewardship on their farm, and will provide Bridges with organic, heritage wheat varieties, corn, and other whole grain flours. Setup bi-monthly delivery schedule with Kaliko Farms starting January, 2025.  
 Timeline: November-December 2024

Activity 3: Establish procurement SOPs and reports (quarterly check in surveys, annual procurement check-in)  
 Timeline: November-December 2024

Activity 4: Together with 6th-8th students, share Fresh Fridays 2024-2025 school meal recipes with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms: Veggie Egg Bites (winter/spring), Super-sized Salad Bar (spring/summer), Stir-Fry Rice Bowls (spring/summer)  
 Timeline: November-December 2024

Activity 5: Set procurement budget for school meal recipes and HOTM  
 Timeline: November-December 2024





Activity 6: 1 week prior to Fresh Fridays, begin procurement of food from AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms for school meals

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 7: 1 week prior to Fresh Fridays, taste-test school meal recipe in test-kitchen all with students and document

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 8: 1-2 days prior to Fresh Fridays, receive delivery from AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms in commercial kitchen.

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 9: 1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 10: On Fresh Friday, cook school meal in commercial kitchen and serve to students and teachers with surveys

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 11: Monday following Fresh Fridays, evaluate school meal surveys and HOTM taste-tests for successes, opportunities with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 12: If necessary, adjust procurement based upon reception of school meal

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 13: Complete quarterly check in surveys

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 14: Complete annual procurement check in

Timeline: January-June 2025-2026, August 2025-October 2026

Activity 15: Share (2) Summer Enrichment Sessions scheduled for July 15th -July 26th

Timeline: May-July 2025

Activity 16: Confirm delivery and procurement schedule for Summer Enrichment Classes

Timeline: May-July 2025

Activity 17: Together with 6th-8th students, share recipes for Summer Enrichment classes (Rice Paper Rolls, Summer Sushi, Watermelon 3-ways, Fruity Hand Pies) with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms

Timeline: May-July 2025

Activity 18: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year

Timeline: May-July 2025

Activity 19: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms: Salsa and Corn Tortillas (summer/fall), Green Lasagna (fall/winter), Parts of a Plant Soup with Whole Wheat Flatbread (winter/spring), Polenta and Roasted Vegetables (spring/summer)

Timeline: May-July 2025

Activity 20: Complete annual procurement check-in with team and teachers

Timeline: October-December 2025

Activity 21: Plan meal and recipes for November Harvest Festival (in lieu of one Fresh Fridays meal) with PAC and parent volunteers

Timeline: October-December 2025

Activity 22: Design and print posters advertising Harvest Festival that will feature food procured from AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms, with TK-8th students

Timeline: October-December 2025

Activity 23: 1 week prior to Harvest Festival, begin procurement of food from AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms

Timeline: October-December 2025



Activity 24: 1 week prior to Harvest Festival, test recipes in outdoor test-kitchen with all students and document  
 Timeline: October-December 2025

Activity 25: 1-2 days prior to Harvest Festival, receive delivery from AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms in commercial kitchen  
 Timeline: October-December 2025

Activity 26: 1-2 days prior to Harvest Festival, scale and prep recipes in commercial kitchen with 7th and 8th students  
 Timeline: October-December 2025

Activity 27: On Harvest Festival, cook school meal in commercial kitchen and serve to students, teachers, and team along with surveys  
 Timeline: October-December 2025

Activity 28: Collect and share Harvest Festival school meal surveys for successes, opportunities that will inform future Harvest Festivals with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms  
 Timeline: October-December 2025

Activity 29: Complete annual procurement check in  
 Timeline: October-December 2025

Activity 30: Share (2) Summer Enrichment Sessions scheduled for July 6th -July 17th  
 Timeline: May-July 2026

Activity 31: Confirm delivery and procurement schedule for Summer Enrichment Classes  
 Timeline: May-July 2026

Activity 32: Together with 6th-8th students, share recipes for Summer Enrichment classes Empanadas and Chimmichurri, Cold Soba Noodles with Cucumber Salad, Stone Fruit Tarts with Kaliko Farms  
 Timeline: May-July 2026

Activity 33: Collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year  
 Timeline: May-July 2026

Activity 34: Together with 6th-8th students, share Fresh Fridays school meal recipes for 2025-2026 school year with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms: Potato Tacos with Pomegranate Salsa (summer/fall), Spinach Fettuccine (fall/winter), Spring Bean Salad (winter/spring), Super-Sized Salad Bar(spring/summer)  
 Timeline: May-July 2026

Activity 35: Complete annual procurement check-in with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms  
 Timeline: October 2026

## **Review Criteria for Proposed Project - Procurement Work Plan + Budget: 20 points available**

### **27. CA Food Procurement Activities and Timeline (Goal 1) Review Criteria**

**Goal 1: Applicant's description of how they will increase procurement of California grown or produced, whole or minimally processed food for incorporation into school meals is:**

- **5 points: clear**
- **3 points: somewhat clear**
- **0 points: unclear**

### **27. CA Food Procurement Activities and Timeline (Goal 2) Review Criteria**





## 27. CA Food Procurement Activities and Timeline (Goal 2) Review Criteria

**Goal 2: Applicant's description of how they will increase procurement of whole or minimally processed food (for school meals) from small to midsize food producers in CA is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 2

## 27. CA Food Procurement Activities and Timeline (Goal 3) Review Criteria

**Goal 3: Applicant's description of how they will increase procurement of whole or minimally processed food (for school meals) from veteran, socially disadvantaged, and/or limited-resource food producers in CA is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 3

## 27. CA Food Procurement Activities and Timeline (Goal 4) Review Criteria

**Goal 4: Applicant's description of how they will increase procurement of whole or minimally processed food (for school meals) from food producers in CA that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 4

## Proposed Project - Education Work Plan + Budget

**Please review the following grant program definitions before responding to #28:**

- **Hands-on Food Education:** Hands-on food education refers to activities in which students learn by doing and gain knowledge through experience. Hands-on food education may include but is not limited to: activities in school gardens, on school farms, in school greenhouses, in other food production environments, and in culinary classes; garden to cafeteria activities; experiential lessons celebrating traditional foodways and cultivating food sovereignty; cooking and tasting activities; food-based student internships; farm tours, field trips, or school visits from producers; student-led recipe creation; student-run farm/food stands featuring produce from school gardens/farms; or other transformative opportunities for students to better understand the relationships between food and the world around them. Please note that posters and marketing materials are not considered hands-on food education.
- **Educator:** A person who provides instruction or education; a teacher. A credentialed educator refers to a person who has a teaching credential (e.g., a California teaching credential from the California Commission on Teacher Credentialing in order to be employed as an elementary or secondary public school teacher in a California public school).

28. Hands-on Food Education Goal: Check all that apply

Required Goal 1

- ☒ Our proposed project will increase opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts



## Optional Goal 2

- ☒ Our proposed project will increase opportunities for students to engage in hands-on food education that is standards-aligned  
☐ Not Applicable

## Optional Goal 3

- ☒ Our proposed project will increase opportunities for students to engage in hands-on food education that is led by credentialed public school educators  
☐ Not Applicable

## Optional Goal 4

- ☒ Our proposed project will increase opportunities for students to engage in hands-on food education that is culturally relevant  
☐ Not Applicable

29. Standards-aligned: If yes to "Our proposed project will increase opportunities for students to engage in hands-on food education that is standards-aligned," with which standards will the education component of your project align? Please check all that apply.

- ☒ Next Generation Science Standards  
☐ California Agriculture Education Standards  
☐ Physical Education Standards  
☐ Health Education Standards  
☒ Other (please specify below)

If you selected Other, please enter the other standards here with which the education component of your project will align.  
 Math and English Language Arts

30. Audience: How many students will the education component of your project reach? Please select one.

- ☒ All students who are enrolled in the school site(s) that the project will serve (reference response to #6 above)  
☐ Specific student population(s) within these school sites

31. Budget Category #1b – CA Food Procurement (student education): How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed food for hands-on food education opportunities that engage students? (e.g., taste tests, cooking lessons)

(31a) Enter Total Dollar Amount: CA Food Procurement for student education

\$24,000.00

(31b) Timeline: In what months will the project spend these funds on California grown or produced, whole or minimally processed foods for student education? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project  
☐ Other (enter month range below)  
☐ Not Applicable (dollar amount above for CA Food Procurement for student education is \$0)

**32. Budget Category #3 – Hands-on Food Education Costs: How much total grant funding will the project allocate toward supplies, equipment, and infrastructure for hands-on food education opportunities that engage students?**

**Note: If you are unsure whether to categorize an item as supplies, equipment, or infrastructure, it is ok. Please include the item in the category that seems to fit best.**

**Definition of Supplies: Tangible personal property having a useful life of less than one year or a per-unit value of less than \$5,000.**

**Example formatting for (32b):**

- **Taste test supplies (knives, cutting boards, gloves, hand sanitizer, posterboard/stickers):** The purpose of the taste test supplies is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.
- **School garden supplies (shovels, seeds, gloves):** The purpose of the school garden supplies is to



*complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.*

- *Etc.*

(32a) Enter Total Dollar Amount: hands-on food education supplies

**\$32,633.00**

(32b) Itemization and Description: Please list the hands-on food education supplies and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.

Taste Test Supplies: The purpose of the taste test supplies is to complete Goal 27(1), Activity #10 from our work plan which states that 1 week prior to Fresh Fridays: Test school meal recipe with food from Bridges gardens in outdoor test-kitchen with students and document

Taste Test Supplies listed as the following:

Bncl Kitchen Tongs-Set of 3  
 Captiva Designs 4-Burners Propane Gas BBQ Grill  
 Commercial Cutting Boards  
 Country Living Grain Mill  
 Double Fish Cleaning Table  
 Electric Griddle (4)  
 Flexible Cutting Boards (28)  
 Folding Chairs (2 chairs/set)  
 Folding Fish Cleaning Table  
 Gas Lighters  
 Kiddle Basic Usr & Kitchen Fire Extinguishers 2-pack  
 Kitchen Utensils 23 PCS  
 Mimorou 64 Pcs Straw Dinnerware  
 Mixing Bowls with Lids Set  
 Muffin Tins  
 Non-Stick Cookware Piece- Set of 15  
 Outdoor Extension Cord 20'  
 Outland 3-burner Outdoor Propane Stove  
 Oven Mitts and Pot Holders Set 6pcs  
 Plastic Dining Table - 72'  
 Portable Sink Depot 3-Compartment Sink  
 Rubbermaid Heavy Duty Trashcan 32- gallon  
 Rubbermaid Recycle Trashcan 32-gallon  
 Sun Oven  
 Uline Shelving Unit  
 Uline Utility Cart  
 Vitamix Propel Series 750  
 Whynter 65-quart Portable Fridge/Freezer  
 Zenove 10' x 20' Canopy  
 Aluminum Foil  
 Disposable Gloves Food Safe-Adult 100 count  
 Disposable Gloves Food Safe-Kids 100 count  
 Extra Virgin Olive Oil and Cooking Oil  
 Miscellaneous Spices, Baking Soda & Powder  
 Propane  
 Reusable Plastic Utensils

Serving School Meals Supplies: The purpose of Serving school meal supplies is to complete Goal27(2)-Activity #12, Goal 27(3)-Activity #9, Goal 27(4)-Activity #10: On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers with surveys.

Serving School Meals Supplies listed as the following:

Carlisle 660803 Youth Portable Food Bar

School Garden Supplies: The purpose of the school garden supply is to complete Goal 27(1), Activity #11 from our work plan: 1 week prior to Fresh Fridays: begin procurement of food from Bridges gardens for school meal with all students. Also to complete Goal 34(1) Activity #5, from our work plan: Plant starter seed in Bridges greenhouse, direct sow seeds and starter plants in garden beds with TK-8th grades.

School Garden Supplies listed as the following:

Menu Ingredients 2024-'25 - Limoneira Meyer Lemon Tree 15 gallon  
 Menu Ingredients 2024-'25 - misc seed packets -see attached for variety  
 Menu Ingredients 2024-'25 - Persian Bearss Lime Tree 15 gallon



Menu Ingredients 2024-'25 - Starter Tomato Plant  
 Menu Ingredients 2025-'26 - Calrose rice-50lb bag  
 Menu Ingredients 2025-'26 - misc seed packets -see attached for variety  
 Menu Ingredients 2025-'26 - Starter Plants - see attached for variety

Serving School Meals Supplies: The purpose of Serving school meal supplies is to complete Goal 27(2)-Activity #12, Goal 27(3)-Activity #9, Goal 27(4)-Activity #10: On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers with surveys.

Serving School Meals Supplies listed as the following:  
 Carlisle 660803 Youth Portable Food Bar

Gardening Supplies: The purpose of gardening supplies is to complete Goal 34(1), Activity #5, which state: Plant starter seed in Bridges greenhouse, direct sow seeds and starter plants in garden beds with TK-8th grades

Gardening supplies listed as the following:

Garden Hose - 30'  
 Gardening Gloves-adult  
 Gardening Gloves-kids 5 pack  
 Shears-Kids 6 set  
 Water Bucket - 5 gallon  
 Watering Can - 2 gallon  
 Watering Wands  
 Wire Shelves for Greenhouse  
 Garden Netting Mesh Plant Covers  
 Garden Organic Soil - 18 beds supply with additional Amendment bag supply for grant duration timeline (per pallet pricing)  
 Hardware Cloth  
 Maze 65-gallon Tumbler/Composter  
 Seed Pot Trays

**Definition of Equipment:** *Tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. The acquisition cost includes the cost of any necessary accessories and all incidental costs incurred to put the asset into place and ready for its intended use.*

Refer to [Sections 324.1, and 324.2 of the CDFA Grant Administration Regulations](#) for guidance regarding equipment property records and disposition.

**Note:** *In accordance with the [CDFA Grant Administration Regulations, Section 330.1\(c\)\(1\)](#), if an equipment cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award.*

**Example formatting for (32d):**

- **2 Mobile Educational Kitchens: \$28,000 total**  
*Estimated cost is \$14,000 per kitchen. The purpose of the 2 mobile educational kitchens is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.*
- **1 Tractor: \$20,000**  
*Estimated cost of the tractor is \$40,000. We are requesting to use about \$20,000 in grant funds and will use another funding source for the remaining \$20,000. The purpose of the tractor is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.*
- **Etc.**

(32c) Enter Total Dollar Amount: hands-on food education equipment  
 \$0.00

(32d) Itemization and Description: Please list the hands-on food education equipment, estimate the cost of each item, and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.

Not Applicable


**Infrastructure:**

**Note:** In accordance with the [CDFA Grant Administration Regulations, Section 330.1\(c\)\(1\)](#), if an infrastructure cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award.

**Example formatting for (32f):**

- **Greenhouse Electrical System: \$4,000**  
*Estimated cost is \$4,000. The purpose of the greenhouse electrical system is to complete Goal #\_, Activity #\_ from our work plan, which states that we will \_\_\_\_\_.*
- **Etc.**

(32e) Enter Total Dollar Amount: hands-on food education infrastructure

\$6,572.00

(32f) Itemization and Description: Please list the hands-on food education infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project. If you entered \$0 above, please write Not Applicable.

Canopy by Palram Hybrid 6' 10' Greenhouse Kit: \$1,032

Estimated cost is \$1,032. The purpose of the Greenhouse is to complete Goal #34, Activity #1.

Garden Bed Misc Building Materials: \$2,700. Estimated cost is \$2,700. The purpose of the Garden Bed Misc Building Materials is to complete Goal #34, Activity #1.

Garden Outdoor Storage Shed with Floor -Yukon 11' x 13' : \$2,840. Estimated cost is \$2,840. The purpose of the Garden Outdoor Storage Shed with Floor is to complete Goal #34, Activity #1.

(32g) Timeline: In what months will the project spend these funds on hands-on food education supplies, equipment, and infrastructure? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for hands-on food education supplies, equipment, and infrastructure is \$0)

33. Who will be responsible for implementing the hands-on food education component of the project? Enter name(s) here.

Khanh Tran and Rian Dempster

**34. Hands-on Food Education Activities and Timeline:** Please complete the following text box(es), listing the specific activities the project will implement to achieve each education goal during the project, as well as a timeline for each activity.

**Activities:** *HOW you will achieve the goal*

**Timeline:** *WHEN you will implement the activities (e.g., "throughout the duration of the project" or specific month(s) like "January-March 2025")*

**Note:** The estimated grant term is November 2024 - October 2026.

**Please use this format:**

**Activity 1:** \_\_\_\_\_  
**Timeline:** \_\_\_\_\_

**Activity 2:** \_\_\_\_\_  
**Timeline:** \_\_\_\_\_

**Etc.**



Goal 1: Increase opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

November-December 2024

Finalize design and refurbish (18) 4' X 8" Bridges garden beds with 6th-8th students

Assemble greenhouse with 6th-8th students

January 2025-October 2026 (except month of July)

Together with 6th-8th students, share Fresh Fridays 2024-2025 and 2025-2026 school meal recipes with partnered food producers

Design and print posters advertising bi-monthly Fresh Fridays and HOTM school meals that include food procured from Bridges gardens, Espinosa Farm, Kaliko Farm, AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms with TK-8th students

Plant starter seed in Bridges greenhouse, direct sow seeds and starter plants in garden beds with TK-8th grades

1 week prior to Fresh Fridays: Test school meal recipe with food from Bridges gardens and partnered food producers in outdoor test-kitchen with all students and document

1 week prior to Fresh Fridays, begin procurement of food from Bridges gardens for school meal with all students

1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students

On Fresh Fridays, cook school meal in commercial kitchen and serve to students and teachers, and collect meal surveys with assistance from PAC

Assess and perform maintenance and inventory on Bridges garden beds, greenhouse, supplies, and equipment with 7th-8th students

July 2025 and July 2026

Together with 6th-8th students, share recipes for Summer Enrichment classes with Espinosa Farm, Kaliko Farm, AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms

Together with 1st-8th students, collect and evaluate Summer school meal surveys for successes, opportunities that will inform future Summer Enrichment Sessions and school meals during the school year

Together with 6th-8th students, share Fresh Fridays school meal recipes for the following school years with AZ-Ranch and Roan Mills Grains/Kenter Canyon Farms

Goal 2: Increase opportunities for students to engage in hands-on food education that is standards-aligned. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

November 2024

Schedule Life Lab Online Workshop: NGSS in the Garden (1.5 hours) for TK-8th teachers and team

Purchase for Bridges' teachers and team, Life Lab Growing Classroom Activity Guide: Garden Based Science and Nutrition Activity Guide, and Sowing the Seeds of Wonder: Discovering the Garden in Early Childhood Education.

Included is a searchable online database that cross-maps each activity to Next Generation Science and Common Core Math and English Language Arts Standards.

Purchase Junior Master Gardener Educator Learn, Grow, Eat & Go. Created by teachers, this multifaceted garden, nutrition, and physical activities curriculum includes activities that are aligned with CA Language Arts, Mathematics, and Science Standards.

In partnership with Growing Together Education, the team, and teachers, review existing food and gardening curriculum, as it aligns with the procurement of food for school meals, and tailor a seasonal hands-on food curriculum that includes standards-aligned activities from Life Lab and Junior Master Gardener resources for Bridges Edible Education Program.

August 2025

Create Elective Cooking and Gardening Classes options for 6th-8th students that are standards-aligned

Incorporate standards-aligned curriculum into Afterschool Enrichment and Homeschool Cooking and Gardening classes for TK-5th students

Goal 3: Increase opportunities for students to engage in hands-on food education that is led by credentialed public school educators. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

November 2024

In partnership with Growing Together Education, credentialed teachers incorporate hands-on food education into Project Based Learning Units for K-5th students.

Include hands-on food education into 6th-8th teachers' existing curriculum: Passion Projects, Service Learning Projects, Community Service Projects

Lead by Bridges School Librarian, incorporate hands-on food education into Makerspace Project, Bridges Story Walk, and Family Literacy Night for TK-8th students

Purchase Read Aloud Books related to hands-on food education for TK-K teachers that complement Bridges cooking and gardening curriculum





Goal 4: Increase opportunities for students to engage in hands-on food education that is culturally relevant. Below, enter activities the project will implement to achieve this goal and a timeline for each activity.

November 2024

Together with TK-8th students, grow garden beds with ingredients for culturally diverse school meals: Salsa and Corn Tortillas, Vegetable Curry, Rice Paper Rolls  
 Include activity of creating garden signage, in different languages, that represents foods that celebrate diversity, emphasizing the importance of learning about different cultures, and students' own family traditions  
 Include food-related social science lessons within the TK-8th curriculum that are inline with events/holidays/months that celebrate food related contributions by culturally diverse individuals and populations  
 Schedule assemblies with guest speakers from the local food industry, i.e. producers, restaurateurs, chefs, and educators that contribute to the cultural diversity of the community

---

## Review Criteria for Proposed Project - Education Work Plan + Budget: 20 points available

### 34. Hands-on Food Education Activities and Timeline (Goal 1) Review Criteria

**Goal 1: Applicant's description of how they will increase opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear

### 34. Hands-on Food Education Activities and Timeline (Goal 2) Review Criteria

**Goal 2: Applicant's description of how they will increase opportunities for students to engage in hands-on food education that is standards-aligned is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 2

### 34. Hands-on Food Education Activities and Timeline (Goal 3) Review Criteria

**Goal 3: Applicant's description of how they will increase opportunities for students to engage in hands-on food education that is led by credentialed public school educators is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 3

### 34. Hands-on Food Education Activities and Timeline (Goal 4) Review Criteria

**Goal 4: Applicant's description of how they will increase opportunities for students to engage in hands-on food education that is culturally relevant is:**

- 5 points: clear
- 3 points: somewhat clear
- 0 points: unclear OR applicant did not complete Goal 4



## PROJECT VIABILITY

**35. Budget Category #4 – Farm to School Staff/Labor Costs:** How much total grant funding will the project allocate toward farm to school staff/labor costs that support the CA food procurement and/or hands-on food education goals?

*Example formatting for (35b):*

- *Farm to School Coordinator: The Farm to School Coordinator will spend 100% of their time (i.e., 100% FTE) on this project. Their rate of pay is \$\_\_\_\_/year. We are requesting to use grant funds to cover the Farm to School Coordinator's full yearly salary.*
- *Garden Educator: The Garden Educator will spend about 20 hours/week on this project. Their rate of pay is \$\_\_\_\_/hour. We are requesting grant funds to cover this cost.*

*Example formatting for (35c):*

- *The Farm to School Coordinator's role in the project will be to complete Goal #\_\_, Activities #\_\_ through #\_\_ from our work plan, which state that we will \_\_\_\_\_.*
- *The Garden Educator's role in the project will be to complete Goal #\_\_, Activities #\_\_ and #\_\_ from our work plan, which state that we will \_\_\_\_\_.*

*Example formatting for (35e):*

- *Farm to School Coordinator: fringe benefit rate = \_\_% of the yearly salary noted above. We are requesting to use grant funds to cover this cost.*
- *Garden Educator: fringe benefit rate = \_\_% of the wages noted above. We are requesting to use grant funds to cover this cost.*

(35a) Enter Total Dollar Amount: farm to school staff/labor costs (salaries/wages/stipends)

\$82,694.00

(35b) Itemization and Description: Please list each staff position that this amount will fund, the % of their FTE or # of hours that this amount will fund, and their rate of pay. If you entered \$0 above, please write Not Applicable.

Farm to School Lead/ Chef: The Farm to School Lead/ Chef will spend 100% of their time (i.e., 100% FTE) on this project. Their rate of pay is \$40,643 \_\_\_\_/year. We are requesting to use grant funds to cover the Farm to School Coordinator's full yearly salary.

Infrastructure Lead: The Infrastructure Lead will spend will spend 100% of their time (i.e., 100% FTE) on this project. Their rate of pay is \$40,643/year. We are requesting to use grant funds to cover the Farm to School Coordinator's full yearly salary. We are requesting grant funds to cover this cost.

Summer Program Supervisor: The Summer Program Supervisor will spend about 40 hours on this project. Their rate of pay is \$35/hour. We are requesting grant funds to cover this cost.

(35c) Itemization and Description (continued): Please briefly describe each above staff position's role in the project. If you entered \$0 above, please write Not Applicable.

The Farm to School Lead/ Chef will oversee that all criteria of the project are addressed, as well as provide hands-on food education to our students. Khanh will teach hands-on Farm to Table cooking and culinary history classes for Bridges students.

The Infrastructure Lead will oversee the design, construction, and maintenance of the outdoor teaching kitchen and edible gardens beds, and be involved in the development of a hands-on curriculum that teaches design, construction, and food production in these outdoor food spaces.

The Summer Program Supervisor will oversee the summer session of the Edible Education project.

(35d) Enter Total Dollar Amount: farm to school staff/labor costs (fringe benefits)





\$0.00

(35e) Itemization and Description: For each staff position above that this amount will fund, please list the position and the position's fringe benefit rate (% of salaries/wages). If you entered \$0 above, please write Not Applicable. (NOTE: fringe benefits are calculated as a % of an individual's salary or wages and should be determined according to your organization's established fringe benefits policy.)

Not Applicable

(35f) Timeline: In what months will the project spend these funds on farm to school staff/labor? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for farm to schools staff/labor costs is \$0)

**36. Budget Category #5 – Travel Costs:** How much total grant funding will the project allocate toward travel costs that support the CA food procurement and/or hands-on food education goals?

**NOTE:** Travel costs must comply with [Section 322 of the CDFA Grant Administration Regulations](#) and with the [maximum allowable rates and amounts established by the California Department of Human Resources](#).

**Example formatting for (36b):**

- *Personal Vehicle Mileage: The purpose of the personal vehicle mileage is for the Farm to School Coordinator and Garden Educator to travel to school sites throughout the district as they implement project activities from our work plan.*
- *Plane/Lodging/Rental Car: The purpose of these travel costs is for the Farm to School Coordinator to complete Goal #\_, Activity #\_ from our work plan, which states that we will attend the \_\_\_\_ conference in order to learn best practices for farm to school programming.*
- *Etc.*

(36a) Enter Total Dollar Amount: travel costs

\$7,000.00

(36b) Itemization and Description: Please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project. If you entered \$0 above, please write Not Applicable.

Student transportation: Estimated cost \$7,000.

Student transportation: The purpose of Student transportation is to complete Goal 34(1) Activity #8: 1-2 days prior to Fresh Fridays, scale and prep recipe in commercial kitchen with 7th and 8th students.

(36c) Timeline: In what months will the project spend these funds on travel? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for travel costs is \$0)

**37. Budget Category #6 – Contractual Costs:** How much total grant funding will the project allocate toward contractual costs that support the CA food procurement and/or hands-on food education goals?

**NOTE:** Contractual costs must comply with [Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations](#).

*Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.*

**Example formatting for (37b):**

- *Videographer: The videographer will develop standards-aligned, interactive farm to school videos for educators throughout the district to use in their classrooms. The videos will connect with the California grown, seasonal foods on the school menu. The contractual cost is a flat rate fee to cover the*



*videographer's time making these videos. This aligns with Goal #\_, Activity #\_ in our work plan.*

- *Etc.*

(37a) Enter Total Dollar Amount: contractual costs

\$5,000.00

(37b) Itemization and Description: Please list the contractors or types of contractors that this amount will fund and briefly describe what each contractual cost/service for the project will be. If you entered \$0 above, please write Not Applicable.

Growing Together Education: Located in Thousand Oaks, they work with school communities to develop academically rigorous and interactive environmental education programs, and will provide Bridges teachers with a tailored food curriculum incorporating Life Lab Garden-Enhanced Nutrition Education K-8 and Junior Master Gardener Educator Books Learn, Grow, Eat & Go.

(37c) Timeline: In what months will the project spend these funds on contractual costs? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for contractual costs is \$0)

**38. Budget Category #7 – Other Costs: How much total grant funding will the project allocate toward other costs that support the CA food procurement and/or hands-on food education goals?**

**NOTE: Other Costs are costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover. Other Costs include but are not limited to: registration fees for trainings and conferences, stipends for individual project participants who are not employed by the grant recipient, mini grants, publication and printing costs.**

**Please note that mini grants may fit under Contractual Costs depending on an organization's internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.**

**The CDFA may consider Other Costs not listed above that align with the funding purpose. Please email [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov) to see if a cost may be allowable in this category.**

**Example formatting for (38b):**

- **Registration Fee: The purpose of this cost is to cover the registration fee for the Farm to School Coordinator to attend the \_\_\_\_ conference. This aligns with Goal #\_, Activity #\_ in our work plan.**
- **Etc.**

(38a) Enter Total Dollar Amount: other costs

\$3,019.00

(38b) Itemization and Description: Please list the other costs that this amount will fund and briefly describe each cost's purpose in the project. If you entered \$0 above, please write Not Applicable.

Educator Certification: The purpose of Educator certification is to complete Goal 34(1) Activity #9: On Fresh Fridays, cook school meal in commercial kitchen and serve to students. Estimated cost \$179.

Educator Certification Item as follows:

ServSafe Manager Training & Certification

Educator online learning course: The purpose of Educator Learning Course is to complete Goal 34(2) Activity #1, which states: Schedule Life Lab Online Workshop: NGSS in the Garden (1.5 hours) for TK-8th teachers and team. Estimated cost \$800.

Educator online learning course Item as follows:

Online Life Lab Workshop: NGSS in the Garden

Educator learning materials: The purpose of Educator learning materials is to complete Goal 34(2), Activity #3: Purchase Junior Master Gardener Educator Learn, Grow, Eat & Go. Created by teachers, this multifaceted garden, nutrition, and physical activities curriculum includes activities that are aligned with CA Language Arts, Mathematics, and Science Standards. Estimated cost \$1,920.



Educator learning materials Items as follows:  
 Junior Master Gardener Educator Learn, Grow, Eat & Go  
 Life Lab Growing Classroom Activity Guide

Student learning materials: The purpose of Student learning materials is to complete Goal 34(3), Activity #4: Purchase Read Aloud Books related to hands-on food education for TK-K teachers that complement Bridges cooking and gardening curriculum. Estimated cost \$120.

Student learning materials Item as follows:  
 Read Aloud Books (TK- 1st Grade)

(38c) Timeline: In what months will the project spend these funds on other costs? Please select one. (Note: The estimated grant term is November 2024 – October 2026.)

- ☒ Throughout the duration of the project
- ☐ Other (enter month range below)
- ☐ Not Applicable (dollar amount above for other costs is \$0)

**39. Budget Category #8 – Indirect Costs (up to 30% of direct costs): How much total grant funding will the project allocate toward indirect costs?**

**NOTE: Indirect costs may be up to 30% of budget categories 1-7.**

As defined in [Section 303\(a\)\(36\) of the CDFA Grant Administration Regulations](#), indirect costs are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Typical indirect costs include but are not limited to administrative or clerical staff costs, rent, utilities and internet service, cellular and land-line telephone service, general office supplies, and insurance.

(39a) Enter Total Dollar Amount: indirect costs

\$2,500.00

(39b) Enter Indirect Cost Percentage (i.e., the total dollar amount in (39a) divided by the sum of the total dollar amount in budget categories 1-7 (24a+25a+25c+25e+31a+32a+32c+32e+35a+35d+36a+37a+38a)). NOTE: this percentage cannot exceed 30%.

12.00%

**When you enter your response for (39b), please enter it as a decimal. For example, if your response is 30%, please enter .3**

40. Budget Review: Please review your responses to Budget Categories 1-8 above (i.e., questions 24, 25, 31, 32, 35, 36, 37, 38, 39) about the proposed project costs. Please respond to the checkboxes below when you are ready.

Budget Review - Part A

- ☒ I have reviewed my responses to Budget Categories 1-8 above about the proposed project costs. I have confirmed that the sum of these responses (24a+25a+25c+25e+31a+32a+32c+32e+35a+35d+36a+37a+38a+39a) equals the total award amount requested in question #9.

Budget Review - Part B

- ☒ In the "Itemization and Description" sections for Budget Categories 2-7 above (i.e., questions 25b, 25d, 25f, 32b, 32d, 32f, 35b, 35c, 35e, 36b, 37b, 38b), I have clearly identified each proposed project cost and included clear descriptions regarding the purpose of each cost in the project.

41. Sustainability Plan: In what ways will your school district / organization sustain this project or elements of this project beyond the duration of the grant term? If your project includes staffing costs (budget category #4), please discuss plans to sustain the roles beyond the duration of the grant term.

Bridges Charter School will sustain this project beyond the duration of the grant term by the commitment of the school directors, and support from the teachers, PAC and parent volunteers. As stated earlier, the directors (Dr. Simon and Ms. McCarthy) will prioritize funding for the Farm to Table program, including its staffing costs, through the general operating budget. Dr. Simon's support, in 2023-2024 Bridges has successfully brought Farm to Table cooking classes



to 100% of our students with positive feedback from the teachers, staff, students, and parents via the general operating budget. In turn, teachers have communicated a strong investment in bringing more hands-on food education opportunities to students through Service Learning projects, and project based learning opportunities that are embedded in Bridges School Charter. The project will also be sustained by monies raised by Bridges PAC and parent volunteers throughout the school term. Lastly, the hard, soft and critical infrastructure that will be created by the funds from this grant, we envision as a platform for community investment and sustainability, as we plan to disperse hands-on food education to the community of Bridges parents, and our Bridges business community.

---

## Review Criteria for Project Viability: 10 points available

### 40. Budget Review (Part B) Review Criteria

*Applicant's identification of each proposed project cost in the budget and applicant's descriptions regarding the purpose of each cost in the project are:*

- *5 points: clear*
- *3 points: somewhat clear*
- *0 points: unclear*

### 41. Sustainability Plan Review Criteria

*Applicant's description of how they will sustain this project or elements of this project beyond the duration of the grant term (including staffing costs if the project includes them) is:*

- *5 points: clear*
  - *3 points: somewhat clear*
  - *0 points: unclear*
- 

## ADDITIONAL APPLICANT INFORMATION

42. Contact Information: Who should we contact if we have questions regarding this grant application?

First and Last Name

Kelly Simon

Position Title

Executive Director

Work Email Address

kelly.simon@bridgescharter.org

Work Phone Number

805-394-3933

43. Person Writing the Grant Application: Who is writing this grant application?

First and Last Name

Khanh Tran



## Position Title

Farm to Table Lead/Chef

## Work Email Address

khanh.tran@bridgescharter.org

## Work Phone Number

805-394-3933

44. Grant Agreement Signing Authority: If awarded, which of your project team members has signing authority for the grant agreement?

## First and Last Name

Kelly Simon

## Position Title

Executive Director

## Work Email Address

kelly.simon@bridgescharter.org

45. State representatives: Please click the link below to identify your organization's State Assembly District(s) and Senate District(s) as well as your State Assembly and Senate Members. Then, please list your findings. Please note that if you are awarded a grant, the CDFA will use this information to notify your state representatives of your award.

<https://findyourrep.legislature.ca.gov/>

## State Assembly District(s)

42 27

## State Assembly Member(s)

Assemblymember Jacqui Irwin

## State Senate District(s)

Senator Henry I. Stern

## State Senate Member(s)

Senator Henry I. Stern

46. Grant Administration and Accounting: If you receive an award, who within your organization will handle grant administration and accounting and what process does your organization plan to implement to handle grant administration and accounting?

Cindy McCarthy. Outsourcing

47. Program Income: Program income is gross income earned as a result of the grant award during the grant duration. Program income includes but is not limited to income from fees for services performed and income from the sale of commodities or items fabricated under the grant award.

Will your proposed project generate program income?

☐ Yes

☒ No

#### 48. Project Reporting and Evaluation

*Please note that the reporting and evaluation activities below are **required** of all Track 1 grant recipients in this program. Please email [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov) if you have any questions about these activities.*

- **Beginning Interview:** The whole farm to school project team listed in this application will participate in an interview with CDFA staff between the point the project is selected for funding and the time the project begins. The purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to selected projects.



- **Pre-Survey:** Submit a pre-survey to the CDFA at the beginning of the grant term to summarize and quantify pre-project farm to school activities.
- **Regular Financial Reporting:** Submit monthly or quarterly invoices to the CDFA (utilizing a template that the CDFA will provide) along with documentation to demonstrate proof of payment, detailing spending to be reimbursed for actual allowable costs incurred. If eligible and approved for an Advance Payment, submit financial reporting in accordance with Advance Payment regulations. When submitting California grown or produced food procurement costs, submit a CDFA food procurement worksheet. Verify with vendors that each grant-funded item included in the food procurement worksheet is California grown or produced and retain documentation on file of this verification.
- **Farm-Level Data:** When procuring California grown or produced foods with grant funds, request farm-level data from vendors. Make efforts to include farm-level data when completing the CDFA food procurement worksheets. If procuring through a distributor, aggregator, or other intermediary, gathering farm-level data may require requesting velocity reports from these vendors. If an item is California grown but farm-level data is unknown, provide justification to explain why. Grant recipients that would like support with requesting farm-level data from vendors may email [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov).
- **Quarterly Check-in Surveys:** Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges.
- **Annual Procurement Check-in:** Submit data to the CDFA annually regarding California food procurement practices for the duration of the grant and the following year after the end of the project term.
- **Final Interview:** Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.
- **External Program Evaluation:** Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.

Do you agree to do all of the reporting and evaluation activities listed above if awarded a grant?

☒ Yes

49. Previous Grant Recipient: Has your organization previously received a CA Farm to School Incubator Grant?

☐ Yes

☒ No

*If unsure, please view the lists of [2021 grant recipients](#) and [2022 grant recipients](#) before responding to #49.*

**Note: Previous grant recipients must be up-to-date with all grant reporting requirements to be eligible for consideration.**

50. Support from Other State or Federal Grants: Activities funded under the California Farm to School Incubator Grant Program cannot replace activities funded by another federal or state grant program. Have you submitted your project proposal to another federal or state grant program or has another federal or state grant program funded your project proposal?

☐ Yes

☒ No

## 51. Payment Process

***This is a Reimbursement Grant Program. If awarded a grant, recipients will incur grant related costs and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin.***

***Please note that grant recipients may be eligible to receive Advance Payments for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the [Advance Payment regulations \(#316.1\)](#). Please note that [Assembly Bill \(AB\) 590](#) applies to recipients that are non-profit organizations.***



If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment?

- ☒ Yes  
☐ No

52. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information submitted to the CDFA, will be subject to the CA Public Records Act.

- ☒ Yes

53. CA Farm to School Incubator Grant Program Evaluation: I acknowledge that as an applicant to the California Farm to School Incubator Grant Program, I may be contacted by a third-party evaluation team regarding my experience applying to the program.

- ☒ Yes

54. State and Federal Law: If awarded a grant, it is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to the grant agreement and the grant project. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations.

- ☒ To acknowledge this statement, please check this box

---

## OPTIONAL SECTION

Is there anything else you would like to share with us? Please note that answering this question or leaving it blank will not impact scoring.



# Coversheet

## BP 5253 Staff/Student Professional Boundaries

**Section:** XV. Charter Policies  
**Item:** A. BP 5253 Staff/Student Professional Boundaries  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
BP 5253 Professional Boundaries Staff-Student Policy Replacement Draft Amended.docx



Bridges Charter School 	Board Policy-  <b>Staff/Student Professional Boundaries</b>	
Policy Number:  <b>BP 5253</b>	Adopted:  <b>01/14/19</b>	Replaced:

### **Professional Boundaries: Staff/Student Interaction Policy**

BRIDGES CHARTER SCHOOL recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

#### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

#### A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

#### B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;

3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

### Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

### Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- (k) Taking or requesting photographs or videos of students for personal use or posting online.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

**(These behaviors should only be exercised when a staff member has parent and supervisor permission.)**

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)**

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.

- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Principal about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Using physical interaction techniques are appropriate for crisis, redirection, and toileting purposes under the direction of administration or other designated school personnel.
- (s) Keeping your professional conduct a high priority.
- (t) Asking yourself if your actions are worth your job and career.


### Consequences

Staff members who are found to have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to the authorities for potential legal action.

# Coversheet

## Title IX Policy and Grievance Procedures

**Section:** XV. Charter Policies  
**Item:** B. Title IX Policy and Grievance Procedures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
BP 1312.1 Uniform Complaint Procedures Policy, Annual Notice, and Complaint Form with redline.  
pdf

Bridges Charter School 	Board Policy <b>Uniform Complaint <del>Policy</del>  <del>and Procedures</del> Policy, Annual Notice,          and Complaint Form</b>		
Policy Number:  <b>1312.1</b>	Adopted:  <b>5/12/14</b>	Revised:  <b>12/12/16</b>	Replaced:  <b>5/8/17</b>

### Scope

This policy serves as the Uniform Complaint Procedures ("UCP") of Bridges Charter School ("BCS" or "Charter School")-policy is to comply with applicable federal and state laws and regulations. BCS is the local agency primarily primarily responsible for compliance with applicable federal and state laws and regulations governing educational programs. BCS shall investigate and seek to resolve, in accordance with this UCP, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by BCS that are subject to the UCP. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code section 422.55, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a); and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Accommodations for Pregnant and Parenting Pupils; Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education and

Formatted: Right: -0", Space Before: 0.5 pt

~~Revision Date: 12/12/16, Replacement Date: 05/08/17~~

PAGE 1 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

~~Career Technical and Technical Training Programs; Child Care and Development Programs; Compensatory Education; Consolidated Categorical Aid Programs; Course Periods without Educational Content; Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in the Charter School, pupils who are migratory, and pupils participating in a newcomer program; American Indian Education Centers and Early Child Education Program Assessments, Child Nutrition, Foster and Homeless Youth Services, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Special Education Programs; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Educational Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Plans for Student Achievement; Schools Site Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing; and any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.~~

- (3) ~~As mentioned in the above list, a~~ complaint may ~~also~~ be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
- a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make

to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 2 OF 161616216

Board Policy 1312 Universal Complaint Procedures

Adopted/Ratified: 05/12/14

- iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

~~e.a. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.~~

~~d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians; subject to procedures established through regulations adopted by the state board.~~

~~e.c.~~ Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or ~~school districts, school, and other entities~~ the Charter School from providing pupils prizes or other recognition for voluntarily participating in fundraising activities, as carried out in a lawful manner.

~~(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.~~

~~(5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.~~

The Charter School acknowledges and respects every individual's right ~~s~~ to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and in accordance with applicable law) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by case basis.



The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying.

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 3 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

~~Such participation~~ Filing of a complaint shall not in any way affect the status, grades or work assignments as applicable of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Cindy McCarthy

~~Curriculum Coordinator~~ Director of Daily Operations

1335 Calle Bouganvilla

Thousand Oaks, CA 91360

[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org)

(805) 492-3569

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee.

Should a complaint be filed against the compliance officer or the Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

#### Notifications

The Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials as appropriate and other interested parties ~~(e.g., Adult Education)~~ that includes information regarding allegations about discrimination, harassment, intimidation, or bullying. The notice may be made available on the Charter School's website.

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

~~The Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.~~

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations, and a list of all federal and state programs within the UCP's scope.

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 4 OF 161616216

Board Policy 1312 Universal Complaint Procedures

Adopted/Ratified: 05/12/14

- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity, and related information on legal requirements related to pupil fees.

- (c) A statement identifying the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known ~~responsible staff member, position, or unit designated to receive complaints.~~

- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE for complaints within the scope of UCP by filing a written appeal within 45-30 days of receiving the Charter School's decision.

- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

- (f) A statement that copies of the local educational agency Charter School's uniform complaint procedures shall be available free of charge.

### Procedures

The following procedures shall be used to address ~~all~~ complaints ~~which allege that the Charter School has violated federal or state laws or regulations governing educational programs within the scope of this UCP.~~ Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

While the Charter School does not operate a preschool, the notice shall also include a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:

1. The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925.
2. The location at which to obtain a form to file a complaint. Posting a notice downloadable from the California Department of Education (CDE) website shall satisfy this requirement.

numbering, No widow/orphan control, Don't adjust space between Latin and Asian text,  
Don't adjust space between Asian text and numbers

**Formatted:** Right: -0", Space Before: 0.5 pt

**Formatted:** Body Text, Justified, Right: 0.08", Space Before: 0.05 pt, No bullets or

~~Revision Date: 12/12/16, Replacement Date: 05/08/17~~

Board Policy 1312 Universal Complaint Procedures

PAGE 5 OF 161616216

~~Adopted/Ratified: 05/12/14~~

- Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered

unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

~~Pupil fee complaints~~All other complaints shall be filed not later than one (1) year from the date the alleged violation occurred, except that this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints relating to LCAPs, the date of the alleged violation is the date when the reviewing authority approves the LCAP or the annual update that was adopted by the Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints regarding pupil fees may also be filed with the Director or designee.

A pupil fees complaint or LCAP complaint may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

#### • Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 6 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

#### • Step 3: Investigation of Complaint

The compliance officer ~~is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.~~

~~The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the~~

complaint. The compliance officer shall also seek to obtain statements from any individuals/witnesses who can provide relevant information and review any documents that may provide relevant information, as applicable.

**Formatted:** Font: (Default) Arial, 12 pt

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation(s).

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

#### • Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) calendar days of the Charter School's receipt of the complaint.

**Formatted:** Right: -0", Space Before: 0.5 pt

**Formatted:** Font: (Default) Arial, 12 pt **Formatted:** Font: (Default) Arial, 12 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 7 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

## • Step 5: Final Written Decision

~~with the CDE before pursuing civil law remedies.~~

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the primary language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. ~~The A~~ conclusion~~(e)~~ of law that provides a clear determination for each allegation as to whether Charter School is in compliance with the relevant law.

~~3. Disposition of the complaint.~~

~~4. Rationale for such disposition.~~

~~3. Corrective actions, if Charter School finds merit in a complaint, any are warranted.:~~

a. pertaining to complaints of Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians;

Formatted: Heading 5, Indent: Left: 1", Hanging: 0.31"

b. for all other complaints within the scope of the Uniform Complaint Procedures, the remedy shall go to the affected pupil;

Formatted: Indent: Left: 1", Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.65" + Tab after: 1" + Indent at: 1", Tab stops: 1.35", List tab + Not at 1"

Formatted: Indent: Left: 1", Tab stops: 1.35", List tab + Not at 1"

c. with respect to a pupil fees complaint, corrective actions shall include a remedy where in good faith, by engaging in reasonable efforts, an attempt to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;

Formatted: Indent: Left: 1", No bullets or numberingFormatted: Right: -0", Space Before:

~~5.~~

~~6.4.~~ Notice of the complainant's right to appeal the Charter School's decision within ~~fifteen-thirty~~ (+530) days to the CDE and procedures to be followed for initiating such an appeal.

~~7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal~~

0.5 pt

Board Policy 1312 Universal Complaint Procedures

PAGE 8 OF 161616216

~~Adopted/Ratified: 05/12/14~~~~Revision Date: 12/12/16; Replacement Date: 05/08/17~~

~~8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.~~ corrective actions. fail to provide a proper remedy.

The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

If an employee or student is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee or student was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE within 10 days of the date of notification:

1. A copy of the original complaint.
2. A copy of the decision.

#### Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within ~~fifteen-thirty (30-45)~~ days of ~~receiving the~~ date of the Charter School's decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal of the decision, including at least one of the following: and whether the facts are incorrect and/or the law has been misapplied.

~~3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.~~

Formatted: Indent: Left: 0"

1. The Charter School failed to follow its complaint procedures, and/or

2. the Charter School's decision lacks material findings of fact necessary to reach a conclusion of law, and/or

3. the material findings of fact in the Charter School's decision are not supported by substantial evidence, and/or

4. the legal conclusion in the Charter School's decision is inconsistent with the law, and/or

5. in a case in which the Charter School found noncompliance, the

Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Right: -0", Space Before: 0.5 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment:

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 9 OF 161616216

Board Policy 1312 Universal Complaint Procedures

Adopted/Ratified: 05/12/14

~~4-3.~~ A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.

~~5-4.~~ A report of any action taken to resolve the complaint.

~~6-5.~~ A copy of the Charter School's complaint procedures.

~~7-6.~~ Other relevant information requested by the CDE.

~~The GDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.~~

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures and under state or federal discrimination, harassment, intimidation, or bullying laws, as applicable. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law,



however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

### **UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925**

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the school's preschool program administrator or their designee. The Charter School does not currently operate a preschool program.

A state preschool health and safety issues complaint about problems beyond the authority of a school's preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to the appropriate school official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If EC Section 48985 is otherwise applicable, the

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16; Replacement Date: 05/08/17

PAGE 10 OF 161616216

Board Policy 1312 Universal Complaint Procedures  
Adopted/Ratified: 05/12/14

response, if requested, and the school's Investigation Report shall be written in English, and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the school's designee shall make all reasonable efforts to investigate any problem within their authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant, within 45 working days of the initial filing. If the preschool program administrator makes this report, they shall also report the same information in the same timeframe to the school's designee.

### **Filing an Appeal Regarding UCP State Preschool Health and Safety Issues**

A complainant not satisfied with the resolution of the preschool program administrator or the school's designee has the right to describe the complaint at a regularly scheduled hearing of the board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the school's designee has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR section 4632 as in the section above regarding the Appeal Process.

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the school's designee failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or their designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report to the State Board of Education describing the basis for the complaint, the school's response to the state preschool

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 11 OF 161616216

Board Policy 1312 Universal Complaint Procedures

Adopted/Ratified: 05/12/14

health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy

or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the school's remedy.

The school shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and its board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the school's board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

All complaints and responses are public records.

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16; Replacement Date: 05/08/17

PAGE 12 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

**Exhibit "A"**

**Uniform Complaint Procedure – Annual Notice**

Bridges Charter School ("BCS") has the primary responsibility to ~~insure~~ compliance with applicable state and federal laws and regulations, ~~including those related to and has established procedures to address allegations of~~ unlawful discrimination, harassment, intimidation, and bullying ~~against any protected group~~, and ~~complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees~~ all programs and activities that are subject to the UCP (see below).

~~actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital~~

BCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures ("UCP") adopted by our Governing Board. ~~Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any BCS program or activity that receives or benefits from state financial assistance.~~

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- ~~American Indian Education Centers and Early Child Education Program Assessments~~
- ~~Foster and Homeless Youth Services~~
- Child Care and Developmental Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- ~~Unlawful discrimination, harassment, intimidation, or bullying complaints against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code section 422.55 may be based on~~

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

PAGE 13 OF 161616216

Board Policy 1312 Universal Complaint Procedures

Adopted/Ratified: 05/12/14

~~status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any BCS program or activity that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a).~~

- ~~Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court, now enrolled in BCS, pupils who are migratory, and pupils participating in a newcomer program~~
- ~~Child Nutrition Programs~~
- ~~Regional Occupational Centers and Special Education Programs~~
- ~~Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)~~
- ~~Local Control and Accountability Plans (LCAP)~~
- ~~Migrant Education~~
- ~~Physical Educational Instructional Minutes~~
- ~~Pupil Fees~~
- ~~Reasonable Accommodations to a Lactating Pupil~~
- ~~Regional Occupational Centers and Programs~~
- ~~School Plans for Student Achievement~~
- ~~Schoolsite Councils~~
- ~~State Preschool~~
- ~~State Preschool Health and Safety Issues in LEAs Exempt from Licensing~~
- ~~Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate~~
- ~~Bilingual Education~~
- ~~Economic Impact Aid~~

make to obtain a lock, locker, book, class apparatus, musical instrument, ~~clothes~~ uniform, or other materials or equipment.

- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Formatted: Indent: Left: 0.5", Hanging: 0.5", Space After: 0 pt

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the ~~local~~ UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16, Replacement Date: 05/08/17

Board Policy 1312 Universal Complaint Procedures

PAGE 14 OF 161616216

Adopted/Ratified: 05/12/14

~~A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.~~

Complaints of noncompliance with laws relating to pupil fees ~~are may be~~ filed with the Director ~~of a school or designee~~. A complaint regarding pupil fees ~~or LCAP~~ may be filed anonymously if the complaint provides evidence or information ~~leading to evidence to support the complaint to support an allegation of noncompliance with laws relating to pupil fees~~. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Cindy McCarthy  
Director of Daily Operations  
Bridges Charter School  
1335 Calle Bouganvilla  
Thousand Oaks, CA 91360  
Telephone: (805) 492-3569

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Director or their his or her designee in writing. All other complaints shall be filed not later than one (1) year from the date the alleged violation occurred, except that this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints relating to LCAPs, the date of the alleged violation is the date when the reviewing authority approves the LCAP or the annual update that was adopted by BCS.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations applicable law and in accordance with the BCS's procedures.

The complainant has a right to appeal BCS's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen-thirty (1530) days of receiving the date of the Decision. The appeal must include a copy of the complaint filed with the School and a copy of BCS's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of BCS's complaint procedures. Complainants may seek assistance

Formatted: Right: -0", Space Before: 0.5 pt

Revision Date: 12/12/16; Replacement Date: 05/08/17

PAGE 15 OF 161616216

Board Policy 1312 Universal Complaint Procedures

~~Adopted/Ratified: 05/12/14~~

from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the BCS Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Director.

Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in a local educational agency. BCS does not currently operate a preschool program. The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

**For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code** In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and

**Formatted:** Font: (Default) Arial  
**Formatted:** Font: (Default) Arial  
**Formatted:** Font: (Default) Arial, 12 pt **Formatted:** Font: (Default) Arial, 12 pt

**Formatted:** Right: -0", Space Before: 0.5 pt

~~Revision Date: 12/12/16, Replacement Date: 05/08/17~~

Board Policy 1312 Universal Complaint Procedures  
~~Adopted/Ratified: 05/12/14~~

PAGE 16 OF 161616216

**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name; First Name/MI:



Student Name (if applicable): \_ Grade: \_ Date of Birth: \_ Street Address/Apt. #:

City: \_ State: \_ Zip Code: \_ Home Phone: \_ Cell Phone: \_ Work Phone: \_ School/Office of Alleged

Violation:

~~For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:~~

<del><input type="checkbox"/> American Indian Education</del>	<del><input type="checkbox"/> Bilingual Education</del>	<del><input type="checkbox"/> Formula</del>
<del><input type="checkbox"/> Child Development Programs</del>	<del><input type="checkbox"/> Child Nutrition</del>	<del><input type="checkbox"/> Foster/Homeless Youth</del>
<del><input type="checkbox"/> Special Education</del>	<del><input type="checkbox"/> No Child Left Behind Programs</del>	<del><input type="checkbox"/> Lactating Pupils</del>
<del><input type="checkbox"/> Pupil Fees</del>	<del><input type="checkbox"/> Every Student Succeeds Act</del>	<del><input type="checkbox"/> Economic Impact Aid</del>
	<del>Prog: <input type="checkbox"/> Local Control Funding</del>	

~~For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:~~

<del><input type="checkbox"/> Age</del>	<del><input type="checkbox"/> Medical Condition</del>	<del><input type="checkbox"/> Sex (Actual or Perceived)</del>
<del><input type="checkbox"/> Ancestry</del>	<del><input type="checkbox"/> Gender / Gender Expression + Gender Identity</del>	<del><input type="checkbox"/> Sexual Orientation (Actual or Perceived)</del>
<del><input type="checkbox"/> Color</del>	<del><input type="checkbox"/> Genetic Information</del>	<del><input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics</del>
<del><input type="checkbox"/> Disability (Mental or Physical)</del>	<del><input type="checkbox"/> National Origin</del>	<del><input type="checkbox"/> Marital Status</del>
<del><input type="checkbox"/> Ethnic Group Identification</del>	<del><input type="checkbox"/> Race or Ethnicity</del>	
	<del><input type="checkbox"/> Religion</del>	

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

Bridges Charter School – Uniform Complaint Policy and Procedures - *Form*

~~Replacement Date: 05/08/17~~

Page 1 of 2

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint. I have attached supporting documents. ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Cindy McCarthy  
Director of Daily Operations  
1335 Calle Bouganvilla  
Thousand Oaks, CA 91360  
(805) 492-3569


Alternatively, email the complaint and any relevant documents to:

[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org) Formatted: Indent: Left: 0"

# Coversheet

## BP 5145.5 Bullying Harassment Intimidation Policy

<b>Section:</b>	XV. Charter Policies
<b>Item:</b>	C. BP 5145.5 Bullying Harassment Intimidation Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	BP 5145.5 Harassment, Intimidation, and Discrimination & Bullying.pdf

Bridges Charter School 	Board Policy <b><del>TITLE IX</del> Harassment, Intimidation, Discrimination &amp; Bullying</b>		
Policy Number:  <b>BP 5145.5</b>	Adopted:  <b>10/23/17</b>	Revised:  <b>09/12/22</b>	Replaced:

Bridges Charter School (“BCS” or the “Charter School”) believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students’ ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the Charter School prohibits any acts of discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55, including immigration status, and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying includes social media bullying, which may involve internet websites with free registration and ease of registration, internet websites offering peer-to-peer instant messaging, internet websites offering comment forums or sections, and internet websites offering image or video posting platforms.

This policy applies to all acts related to school activity or school attendance occurring within BCS’s jurisdiction, and all acts of the BCS Board of Directors in enacting policies and procedures governing BCS. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

~~As used in this policy, “discrimination, harassment, intimidation, and bullying” describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and relates conditions, and parental status) gender, gender identity, gender expression, immigration status, nationality (including national origin, country or origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), sexual orientation, religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived~~

~~characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.~~

~~To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. Charter School staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.~~

~~Moreover, t~~The Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom the Charter School does business, or any other individual, student, or volunteer. This Policy applies to all ~~employee, student, and volunteer actions and relationships~~such individuals, regardless of position or gender.

### Process for Receiving and Investigating Complaints

The Charter School will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy ~~in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted as appropriate.~~ Charter School staff ~~who witness an acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.~~ The Charter School follows its Uniform Complaint Procedures (UCP) to address reports of unlawful discrimination, harassment, intimidation, or bullying. Reports of unlawful sex-based discrimination, including sexual harassment, may be filed under the Charter School's Title IX Policy and Grievance Procedures. The Charter School's UCP Policy and Title IX Policy and Grievance Procedures includes further information on filing these types of complaints, the timeline to investigate and resolve the complaints, and the process for appealing such complaints.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the UCP and/or Title IX Coordinator(s), a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

The Charter School complies with all applicable ~~state and federal laws and regulations and local ordinances~~ in its investigation of and response to reports of misconduct prohibited by this Policy.

~~Title IX, Harassment, Intimidation, Discrimination and Bullying  
Coordinator("Coordinator"):~~

~~Cindy McCarthy  
1335 Calle Bouganvilla  
Thousand Oaks CA. 91360  
[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org)  
805-492-3569~~

~~Definitions~~

~~"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:~~

- ~~1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age with exceptional needs) or students in fear of harm to that student's or those students' person or property.~~
- ~~2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.~~
- ~~3. Causing a reasonable student to experience substantial interference with his or her academic performance.~~
- ~~4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.~~

~~"Cyberbullying" means an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.~~

~~"Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:~~

- ~~1. A message, text, sound, video, or image.~~
- ~~2. A post on a social network Internet Web site including, but not limited to:
  - ~~a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.~~
  - ~~b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.~~
  - ~~c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.~~~~
- ~~3. An act of "Cyber sexual bullying" including, but not limited to:
  - ~~a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.~~
  - ~~b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.~~~~
- ~~4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.~~

~~"Formal Complaint of Sexual Harassment" means a written document filed and signed by a complainant who is participating in or attempting to participate in the Charter School's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that the Charter School investigate the allegation of sexual harassment.~~

~~"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.~~

## Bullying and Cyberbullying Prevention Procedures

The Charter School has adopted the following procedures for preventing acts of bullying, including cyberbullying. “Cyberbullying” generally means an electronic actbullying that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

### 1. Cyberbullying Prevention Procedures

The Charter School advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

BCS informs Charter School employees, students, and parents/guardians of the Charter School’s policies regarding the use of technology in and out of the classroom. BCS encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

### 2. Education

BCS employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. BCS advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at the Charter School and encourages students to practice compassion and respect each other.



The Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

BCS's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

BCS informs employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

### 3. Professional Development

BCS annually makes available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to its certificated employees and all other employees who have regular interaction with students.

BCS informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

BCS also informs certificated employees about the groups of students determined by the Charter School, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") ~~and those youth perceived as LGBTQ~~; and
- Students with physical or learning disabilities.

BCS encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for BCS students.

Bullying prevention training materials, publications and resources, including community-based organizations, for educators, parents, and community members for recognizing bullying behavior and approaches for determining how to respond can be found here: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>.

## ~~Grievance Procedures~~

### ~~1. Scope of Grievance Procedures~~

~~BCS will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:~~

- ~~a. Are written and signed;~~
- ~~b. Filed by an individual who alleges that they have personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this Policy, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and~~
- ~~c. Submitted to the UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.~~

~~The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, BCS will utilize the following grievance procedures in addition to its UCP when applicable.~~

### ~~2. Reporting~~

~~All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this Policy for reporting alleged acts of misconduct prohibited by this Policy.~~

~~Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:~~

~~Cindy McCarthy  
1335 Calle Bouganvilla  
Thousand Oaks CA. 91360  
[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org)  
805-492-3569~~

~~Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.~~

~~While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. BCS will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.~~

~~Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.~~

~~BCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or designee on a case-by-case basis.~~

~~BCS prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.~~

~~All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two~~

~~(2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.~~

### 3. Supportive Measures

~~Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.~~

~~Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to BCS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Charter School's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. BCS will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of BCS to provide the supportive measures.~~

### 4. Investigation and Response

~~Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of BCS, the Coordinator (or designee) will promptly initiate an investigation. A third-party investigator may be retained to conduct the investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.~~

~~At the conclusion of the investigation, the Coordinator (or designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to~~

~~resolve the incident/situation. However, the Coordinator (or designee) will not reveal confidential information related to other students or employees.~~

~~For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:~~

- ~~Notice of the Allegations~~

- ~~Upon receipt of a formal complaint of sexual harassment, the Coordinator (or designee) will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:~~
  - ~~A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;~~
  - ~~A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;~~
  - ~~A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and~~
  - ~~A statement that BCS prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.~~

- ~~Emergency Removal~~

- ~~BCS may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with the Charter School's policies.~~
- ~~BCS may remove a respondent from the Charter School's education program or activity on an emergency basis, in accordance with BCS's policies, provided that the Charter School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.~~
- ~~This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.~~

- ~~Informal Resolution~~

- ~~If a formal complaint of sexual harassment is filed, BCS may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If BCS offers such a process, it will do the following:~~
  - ~~Provide the parties with advance written notice of:~~
    - ~~The allegations;~~

- ~~The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;~~
    - ~~The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and~~
    - ~~Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and~~
      - ~~Obtain the parties' advance voluntary, written consent to the informal resolution process.~~
  - ~~BCS will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~
- Investigation Process
  - ~~The decision-maker(s) will not be the same person(s) as the Coordinator or the investigator. BCS shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.~~
  - ~~In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.~~
  - ~~The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.~~
  - ~~The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.~~
  - ~~A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.~~
  - ~~Prior to completion of the investigative report, BCS will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.~~
  - ~~The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.~~



- Dismissal of a Formal Complaint of Sexual Harassment

- If the investigation reveals that the alleged harassment did not occur in the Charter School's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable BCS policy.
- BCS may dismiss a formal complaint of sexual harassment if:
  - The complainant provides a written withdrawal of the complaint to the Coordinator;
  - The respondent is no longer employed or enrolled at the Charter School; or
  - The specific circumstances prevent the Charter School from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
- If a formal complaint of sexual harassment or any of the claims therein are dismissed, BCS will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

- Determination of Responsibility

- The decision-maker(s) will not be the same person(s) as the Coordinator, the investigator or the decision-maker(s) for the appeal.
- The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
- Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- BCS will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
  - The allegations in the formal complaint of sexual harassment;
  - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - The findings of facts supporting the determination;
  - The conclusions about the application of the Charter School's code of conduct to the facts;
  - The decision and rationale for each allegation;
  - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and

- ~~The procedures and permissible bases for appeals.~~

## ~~5. Consequences~~

~~Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including suspension and/or expulsion from BCS or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by BCS in response to a formal complaint of sexual harassment.~~

## ~~6. Right of Appeal~~

~~Should the reporting individual find BCS's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of the Charter School's decision or resolution, submit a written appeal to the President of the BCS Board, who will review the investigation and render a final decision.~~

~~The following appeal rights and procedures will apply to formal complaints of sexual harassment:~~

- ~~The complainant and the respondent shall have the same appeal rights and BCS will implement appeal procedures equally for both parties.~~
- ~~Within five (5) business days of the Charter School's written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.~~
- ~~The decision-maker(s) for the appeal will not be the same person(s) as the Coordinator, the investigator or the initial decision-maker(s).~~
- ~~The complainant and respondent may appeal from a determination regarding responsibility, and from BCS's dismissal of a formal complaint or any allegations therein, on the following bases:~~
  - ~~Procedural irregularity that affected the outcome of the matter;~~
  - ~~New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and~~
  - ~~The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.~~
- ~~BCS will notify the other party in writing when an appeal is filed.~~
- ~~The decision-maker(s) for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2) issue a written decision describing the result of the appeal and the rationale for the result; and 3) and provide the written decision simultaneously to both parties.~~



## ~~7. Recordkeeping~~

~~All records related to any investigation of complaints under this Policy are maintained in a secure location.~~


~~BCS will maintain the following records for at least seven (7) years:~~

- ~~● Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.~~
- ~~● Records of any appeal of a formal sexual harassment complaint and the results of that appeal.~~
- ~~● Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.~~
- ~~● All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.~~
- ~~● Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.~~

## Coversheet

### BP 1312 Uniform Complaint Policy and Retire 1312.1 Grievances and Complaints

**Section:** XV. Charter Policies  
**Item:** D. BP 1312 Uniform Complaint Policy and Retire 1312.1 Grievances and Complaints  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
BP 1312 Uniform Complaint Procedures Policy, Annual Notice, and Complaint Form with redline (1).pdf  
BP 1312.1 Grievances and Complaints - Retire.pdf

Bridges Charter School 	Board Policy <b>Uniform Complaint <del>Policy</del> and Procedures Policy, Annual Notice, and Complaint Form</b>		
Policy Number:  <b>1312.1</b>	Adopted:  <b>5/12/14</b>	Revised:  <b>12/12/16</b>	Replaced:  <b>5/8/17</b>

### Scope

This policy serves as the Uniform Complaint Procedures ("UCP") of Bridges Charter School ("BCS" or "Charter School") policy is to comply with applicable federal and state laws and regulations. BCS is the local agency primarily responsible for compliance with applicable federal and state laws and regulations governing educational programs. BCS shall investigate and seek to resolve, in accordance with this UCP, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by BCS that are subject to the UCP. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code section 422.55, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a); and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Accommodations for Pregnant and Parenting Pupils; Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education and

Formatted: Right: -0", Space Before: 0.5 pt

Career Technical and Technical Training Programs; Child Care and Development Programs; Compensatory Education; Consolidated Categorical Aid Programs; Course Periods without Educational Content; Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in the Charter School, pupils who are migratory, and pupils participating in a newcomer program; American Indian Education Centers and Early Child Education Program Assessments, Child Nutrition, Foster and Homeless Youth Services, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Special Education Programs; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Educational Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Plans for Student Achievement; Schoolsite Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing; and any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

- (3) As mentioned in the above list, a complaint may ~~also~~ be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
- a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

Formatted: Right: -0", Space Before: 0.5 pt

- iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

~~e.a. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.~~

~~d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.~~

~~e.c.~~ Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or ~~school districts, school, and other entities~~ the Charter School from providing pupils prizes or other recognition for voluntarily participating in fundraising activities, as carried out in a lawful manner.

~~(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.~~

~~(5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.~~

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and in accordance with applicable law) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying.

Formatted: Right: -0", Space Before: 0.5 pt

~~Such participation~~ Filing of a complaint shall not in any way affect the status, grades or work assignments as applicable of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Cindy McCarthy  
~~Curriculum Coordinator~~ Director of Daily Operations  
 1335 Calle Bouganvilla  
 Thousand Oaks, CA 91360  
[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org)  
 (805) 492-3569

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee.

Should a complaint be filed against the compliance officer or the Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

#### Notifications

The Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials as appropriate and other interested parties ~~(e.g., Adult Education)~~ that includes information regarding allegations about discrimination, harassment, intimidation, or bullying. The notice may be made available on the Charter School's website.

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

~~The Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.~~

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations, and a list of all federal and state programs within the UCP's scope.

Formatted: Right: -0", Space Before: 0.5 pt

- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity, and related information on legal requirements related to pupil fees.
- (c) A statement identifying the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known~~responsible staff member, position, or unit designated to receive complaints.~~
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE for complaints within the scope of UCP by filing a written appeal within 45-30 days of receiving the Charter School's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the ~~local educational agency~~ Charter School's uniform complaint procedures shall be available free of charge.

While the Charter School does not operate a preschool, the notice shall also include a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:

1. The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925.
2. The location at which to obtain a form to file a complaint. Posting a notice downloadable from the California Department of Education (CDE) website shall satisfy this requirement.

#### Procedures

The following procedures shall be used to address ~~all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs~~within the scope of this UCP. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Formatted:** Body Text, Justified, Right: 0.08", Space Before: 0.05 pt, No bullets or numbering, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Right: -0", Space Before: 0.5 pt

- Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints All other complaints shall be filed not later than one (1) year from the date the alleged violation occurred, except that this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints relating to LCAPs, the date of the alleged violation is the date when the reviewing authority approves the LCAP or the annual update that was adopted by the Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp. Complaints regarding pupil fees may also be filed with the Director or designee.

A pupil fees complaint or LCAP complaint may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

Formatted: Right: -0", Space Before: 0.5 pt



If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer ~~is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.~~

~~The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. The compliance officer shall also seek to obtain statements from any individuals/witnesses who can provide relevant information and review any documents that may provide relevant information, as applicable.~~

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation(s).

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) calendar days of the Charter School's receipt of the complaint.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Right: -0", Space Before: 0.5 pt

- Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the primary language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The A conclusion(s) of law that provides a clear determination for each allegation as to whether Charter School is in compliance with the relevant law.
- ~~3. Disposition of the complaint.~~
- ~~4. Rationale for such disposition.~~
- ~~3. Corrective actions, if Charter School finds merit in a complaint any are warranted:~~
  - a. pertaining to complaints of Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians;
  - b. for all other complaints within the scope of the Uniform Complaint Procedures, the remedy shall go to the affected pupil;
  - c. with respect to a pupil fees complaint, corrective actions shall include a remedy where in good faith, by engaging in reasonable efforts, an attempt to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- ~~5.~~
- ~~6.4.~~ Notice of the complainant's right to appeal the Charter School's decision within fifteen-thirty (1530) days to the CDE and procedures to be followed for initiating such an appeal.
- ~~7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.~~

**Formatted:** Heading 5, Indent: Left: 1", Hanging: 0.31"

**Formatted:** Indent: Left: 1", Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.65" + Tab after: 1" + Indent at: 1", Tab stops: 1.35", List tab + Not at 1"

**Formatted:** Indent: Left: 1", Tab stops: 1.35", List tab + Not at 1"

**Formatted:** Indent: Left: 1", No bullets or numbering

**Formatted:** Right: -0", Space Before: 0.5 pt

- ~~8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.~~

If an employee or student is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee or student was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Formatted: Indent: Left: 0"

#### Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within ~~fifteen-thirty (30) days~~ of ~~receiving~~ the date of the Charter School's decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal of the decision, including at least one of the following: and whether the facts are incorrect and/or the law has been misapplied.

1. The Charter School failed to follow its complaint procedures, and/or
2. the Charter School's decision lacks material findings of fact necessary to reach a conclusion of law, and/or
3. the material findings of fact in the Charter School's decision are not supported by substantial evidence, and/or
4. the legal conclusion in the Charter School's decision is inconsistent with the law, and/or
5. in a case in which the Charter School found noncompliance, the corrective actions fail to provide a proper remedy.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE within 10 days of the date of notification:

1. A copy of the original complaint.
2. A copy of the decision.
- ~~3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.~~

Formatted: Right: -0", Space Before: 0.5 pt

~~4.3.~~ A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.

~~5.4.~~ A report of any action taken to resolve the complaint.

~~6.5.~~ A copy of the Charter School's complaint procedures.

~~7.6.~~ Other relevant information requested by the CDE.

~~The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.~~

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures and under state or federal discrimination, harassment, intimidation, or bullying laws, as applicable. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

#### UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the school's preschool program administrator or their designee. The Charter School does not currently operate a preschool program.

A state preschool health and safety issues complaint about problems beyond the authority of a school's preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to the appropriate school official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If EC Section 48985 is otherwise applicable, the

Formatted: Right: -0", Space Before: 0.5 pt

response, if requested, and the school's Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the school's designee shall make all reasonable efforts to investigate any problem within their authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, they shall also report the same information in the same timeframe to the school's designee.

#### **Filing an Appeal Regarding UCP State Preschool Health and Safety Issues**

A complainant not satisfied with the resolution of the preschool program administrator or the school's designee has the right to describe the complaint at a regularly scheduled hearing of the board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the school's designee has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR section 4632 as in the section above regarding the Appeal Process.

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the school's designee failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or their designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report to the State Board of Education describing the basis for the complaint, the school's response to the state preschool

Formatted: Right: -0", Space Before: 0.5 pt

health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the school's remedy.

The school shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and its board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the school's board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

All complaints and responses are public records.

Formatted: Right: -0", Space Before: 0.5 pt

**Exhibit "A"****Uniform Complaint Procedure – Annual Notice**

Bridges Charter School ("BCS") has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying against any protected group, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees all programs and activities that are subject to the UCP (see below).

BCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any BCS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- American Indian Education Centers and Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Child Care and Developmental Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Unlawful discrimination, harassment, intimidation, or bullying complaints against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code section 422.55 may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital

Formatted: Right: -0", Space Before: 0.5 pt

~~status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any BCS program or activity that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a).~~

- ~~Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in BCS, pupils who are migratory, and pupils participating in a newcomer program~~
- ~~Child Nutrition Programs~~
- ~~Regional Occupational Centers and Special Education Programs~~
- ~~Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)~~
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Educational Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate
- ~~Bilingual Education~~
- ~~Economic Impact Aid~~

Formatted: Indent: Left: 0.5", Hanging: 0.5", Space After: 0 pt

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the ~~local~~-UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, ~~clothes~~uniform, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Formatted: Right: -0", Space Before: 0.5 pt



- ~~• A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.~~

Complaints of noncompliance with laws relating to pupil fees ~~are may be~~ filed with the Director ~~of a school or designee~~. A complaint regarding pupil fees or LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support the complaint to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Cindy McCarthy  
~~Curriculum Coordinator~~ Director of Daily Operations  
 Bridges Charter School  
 1335 Calle Bouganvilla  
 Thousand Oaks, CA 91360  
 Telephone: (805) 492-3569

Formatted: Indent: Left: 0", First line: 0.5"

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Director or ~~their his or her~~ designee in writing. All other complaints shall be filed not later than one (1) year from the date the alleged violation occurred, except that this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints relating to LCAPs, the date of the alleged violation is the date when the reviewing authority approves the LCAP or the annual update that was adopted by BCS.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations applicable law and ~~in accordance with the~~ BCS's procedures.

The complainant has a right to appeal BCS's Decision to the California Department of Education ("CDE") by filing a written appeal within ~~fifteen-thirty (1530)~~ days of receiving the date of the Decision. The appeal must include a copy of the complaint filed with the School and a copy of BCS's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. ~~In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3.~~ A complainant may pursue available civil law remedies outside of BCS's complaint procedures. Complainants may seek assistance

Formatted: Right: -0", Space Before: 0.5 pt

from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the BCS Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Director.

**For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code**

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in a local educational agency. BCS does not currently operate a preschool program. The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Right: -0", Space Before: 0.5 pt

**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**~~For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:~~**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <del>American Indian Education</del>  | <input type="checkbox"/> <del>Child Nutrition</del>                  | <input type="checkbox"/> <del>Foster/Homeless Youth</del> |
| <input type="checkbox"/> <del>Child Development Programs</del> | <input type="checkbox"/> <del>No Child Left Behind Programs</del>    | <input type="checkbox"/> <del>Lactating Pupils</del>      |
| <input type="checkbox"/> <del>Special Education</del>          | <input type="checkbox"/> <del>Every Student Succeeds Act Prog.</del> | <input type="checkbox"/> <del>Economic Impact Aid</del>   |
| <input type="checkbox"/> <del>Pupil Fees</del>                 | <input type="checkbox"/> <del>Local Control Funding Formula</del>    |   |
| <input type="checkbox"/> <del>Bilingual Education</del>        |  |   |

**~~For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:~~**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <del>Age</del>                             | <input type="checkbox"/> <del>Gender / Gender Expression / Gender Identity</del> | <input type="checkbox"/> <del>Sex (Actual or Perceived)</del>   |
| <input type="checkbox"/> <del>Ancestry</del>                        | <input type="checkbox"/> <del>Genetic Information</del>                          | <input type="checkbox"/> <del>Sexual Orientation (Actual or Perceived)</del>  |
| <input type="checkbox"/> <del>Color</del>                           | <input type="checkbox"/> <del>National Origin</del>                              | <input type="checkbox"/> <del>Based on association with a person or group with one or more of these actual or perceived characteristics</del> |
| <input type="checkbox"/> <del>Disability (Mental or Physical)</del> | <input type="checkbox"/> <del>Race or Ethnicity</del>                            | <input type="checkbox"/> <del>Marital Status</del>  |
| <input type="checkbox"/> <del>Ethnic Group Identification</del>     | <input type="checkbox"/> <del>Religion</del>                                     |   |
| <input type="checkbox"/> <del>Medical Condition</del>               |  |   |

~~36.1~~ Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

---



---



---



---



---



---



---

Bridges Charter School – Uniform Complaint Policy and Procedures - Form

Replacement Date: 05/08/17

37.2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

---

---

---

---

---

---

---

38.3. Please provide copies of any written documents that may be relevant or supportive of your complaint. I have attached supporting documents. ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Mail complaint and any relevant documents to:

Cindy McCarthy  
~~Curriculum Coordinator~~ Director of Daily Operations  
1335 Calle Bouganvilla  
Thousand Oaks, CA 91360  
(805) 492-3569

Alternatively, email the complaint and any relevant documents to:

[cindy.mccarthy@bridgescharter.org](mailto:cindy.mccarthy@bridgescharter.org)

Formatted: Indent: Left: 0"

Bridges Charter School 	Board Policy  <b>Grievances and Complaints</b>		
Policy Number:  <b>1312.1</b>	Adopted:  <b>10/17/11</b>	Revised:	Replaced:  <b>6/12/17</b>

Bridges School Board believes that the school has the primary responsibility to ensure compliance with applicable state and local laws and regulations governing charter educational programs. The school shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The school shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in school programs and activities based on race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these characteristics.

### **General Grievance & Dispute Principles**

The Board accepts responsibility for providing a means by which complainants can hold parties accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Board encourages the early, informal resolution of complaints whenever possible. The Board prohibits retaliation against complainants. The Director or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. School will not investigate anonymous complaints unless it so desires.

The School will disseminate annually a written notice of the School's complaint procedures to students, employees, parents/guardians, advisory committees, and other interested parties.

## **Complaints Concerning School Employees**

The Director or designee shall develop regulations which permit the public to submit complaints against School employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Director or designee shall determine whether a complaint should be considered a complaint against School and/or an individual employee, and whether it should be resolved by the School's process for complaints concerning personnel and/or other School procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against School employees:

### **Parent-Employee Meeting**

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. Resolution protocol should be as follows:

- a. Parent speak with employee (e.g. teacher, specialist, staff member)
- b. If not resolved by this meeting, parent should then speak with employee's mentor teacher (if applicable) or Assistant Director.
- c. If not resolved by previous meeting then parent should take up their concern with the Director.

### **Parent Complaint to Director**

If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the Director or his/her designee who will attempt to resolve the complaint.

- a. A copy of the written complaint will be provided to the affected employee.

### **Parent Complaint to the School Board**

When a parent complaint to the Director does not result in a resolution of the complaint, the Board may elect to review the complaint if requested by the parent.

If the Board elects to review the complaint, the written complaint, accompanied by the written response of the Director (copies of which have been provided to the affected employee), will be reviewed in Closed Session of the Board and a written response provided to both the parent making the complaint and the affected employee.

Complaints related to the Director should first seek resolution through direct communication between the complainant and the Director. If a complainant is unable or unwilling to resolve the complaint directly with the Director, they may request review of the complaint by the Board. The complaint should be filed in writing with the Board.

The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a School employee shall be reported to the appropriate local agency cites in accordance with law, Board policy and administrative regulation.

### **Personnel Complaints**

The Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Director or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Except as specified below, the following procedure shall be used for any complaint by an employee alleging misapplication of the School' policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper School activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety. Any of the time limits specified in this procedure may be extended by written agreement between School and complainant.

### Step 1: Informal Complaint Process

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with the Director. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

### Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with the Director or designee within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered settled on the basis of the answer given at the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the Director or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

### Step 3: Appeal to the Board

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Board within five working days of receiving the Director or designee's response. All information presented at Steps 1 and 2 shall be included with the appeal and the Director or designee shall submit to the Board a written report describing attempts to resolve the complaint along with all documented responses.

The Board may uphold the findings by the Director or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 45 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

## Exhibit "A"

---



## Bridges Charter School

### **COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against:

\_\_\_\_\_

List any witnesses that were present:

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Complainant

\_\_\_\_\_

Print Name

To be completed by School:


Received by: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## BP 3310 Credit Card Usage

<b>Section:</b>	XV. Charter Policies
<b>Item:</b>	E. BP 3310 Credit Card Usage
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	BP 3310 Credit Card Usage Draft with updates (1).docx

 Bridges Charter School	Board Policy  <b>Credit Card Usage</b>	
Policy Number:  <b>BP 3310</b>	Adopted:  <b>2-10-14</b>	Revised:

### **PURPOSE:**

The Board of Directors (“Board”) of Bridges Charter School (BCS) has established policies and set guidelines for the purchase of equipment, supplies, and services (“Materials”) that comply with law, ethical practices and serve the educational goals of the school. The efficient application of these policies may require a means to purchase approved Materials in an expedient manner. As such policies regarding the responsible use and accounting of a school Visa Credit Card are necessary.

### **SCOPE:**

This policy applies to all BRIDGES personnel and governs the authorized use of a school Visa Credit Card.

### **GENERAL POLICY STATEMENT:**

The BRIDGES Board shall define policies governing the responsibilities of BRIDGES personnel related to use of school Visa Credit Card.

~~The Bridges School Board recognizes that the operations of the school may sometimes necessitate the usage of a school credit card in order to complete business transactions. The school board shall define policies governing the responsibilities of Bridges personnel related to use of school credit~~

### **POLICY DETAILS:**

#### **1. CREDIT CARD GUIDELINES**

##### **1.1. Credit Cards**

- 1.1.1. Upon approval of board resolution authorizing the establishment of a Bridges Credit Card and defining signatories on the credit card account for a defined time period, the Executive Director, and Directors and Office Manager will be issued a Credit Card with an approved credit limit to be established by the board and BSA.
- 1.1.2. Two copies of the **Bridges Credit Card Procedures** will be given to the Executive Director, one to be retained by the Executive Director, the other to be signed and returned to the Business Services Authority (BSA) prior to the use of the card. The Executuve Director and Directors areis responsible for controlling the use of the card and for approving the expenditures. (BP 3300)
- 1.1.3. The Credit Card is not meant to replace normal purchasing and shall be used only when a purchase order is not available or practical. ~~It is not intended to be used to purchase items with a dollar value of over \$500 per unit.~~ The purchase of equipment items may take place after consulting with the BSA.

1.1.4. The following are examples of items that may be purchased with the Visa Credit Card:

- Conference expenses – registration, lodging, meals and travel. Note: The card may not be used to pay for meals other than official conference activities.
- General office supplies
- Postage and shipping fees
- Professional Development Expenses
- Other approved purchases subject to the Executive Director's or Directors' authorization

~~1.1.4. The Credit Card may be used in conjunction with school business, conferences and school travel. All expenditures for any items associated with travel will need prior approval. (BP 3350)~~

~~1.2. Prohibited Uses~~

~~1.2.~~

~~1.2.1. Personal use of the Credit Card and purchases of items not specifically authorized in this procedure are prohibited. Unauthorized use of the card will result in revocation of credit card privileges and discipline, up to and including termination. BRIDGES shall be reimbursed by the employee for all expenses incurred because of unauthorized use.~~

1.3. Delivery of Purchases

1.3.1. If the Credit Card is used to purchase items, which must be delivered, delivery must be made to Bridges, 1335 Calle Bouganvilla, Thousand Oaks, CA 91360 not to a home address.

~~1.2.1. Personal use of the Credit Card and purchases of items not specifically authorized in this procedure are prohibited. Unauthorized use of the card will result in revocation of credit card privileges and discipline, up to and including termination. Bridges shall be reimbursed by the employee for all expenses incurred as a result of unauthorized use.~~

### ~~1.3. Delivery of Purchases~~

~~1.3.1. If the Credit Card is used to purchase items, which must be delivered, delivery must be made to Bridges, 1335 Calle Bouganvilla, Thousand Oaks, CA 91360 not to a home address.~~

### 1.4. Credit Card Receipts

- 1.4.1. The Office Manager Administrative Coordinator is responsible for writing the appropriate account number(s) on the credit card receipts (front or back as space permits).
- 1.4.2. Immediately after each use, original credit card receipts and any supporting original cash register tapes are to be attached to a confirming purchase requisition, approved by the ~~treasurer~~ Executive Director or Directors and sent to BSA for processing.
- 1.4.3. If the credit card receipts do not contain a description of the items being purchased, must include an itemization on the confirming requisition submitted for reimbursement.

### 1.5. Purchase Requisitions and Credit Card Statements

- 1.5.1. A confirming purchase requisition shall be submitted to the BSA immediately following an approved purchase. The original itemized invoice or receipt shall be submitted to the BSA along with a copy of the confirming purchase requisition. On-line order confirmations are not substitutes for an original invoice and/or packing slip for purchases of materials/supplies. Proof of receipt of materials/supplies must be submitted to the BSA.
- 1.5.2. All credit card statements will be sent directly to the school site. After the bill has been audited and approved by the school site representatives, the documents will be forwarded to the BSA. The BSA shall reconcile the Credit Card confirming purchase requisitions with the applicable statement and issue payment in full on a monthly basis.

### 1.6. Security

- 1.6.1. Cardholders are responsible for ensuring the security of the credit card and credit card information. Credit Cards shall be stored in a secure location out of public view.
- 1.6.2. The cardholder shall notify the issuing bank, the Executive Director and BSA immediately upon theft or loss of the Credit Card. Bridges and its Board members, agents and employees are subject to the laws and Board policy governing conflicts of interest in furnishing supplies to the school and the use of confidential information. (BP 9270)

The school board and Executive Director will be responsible for monitoring adherence to the policy. The school board will be responsible for reviewing the policy every two years or more frequently as required.

Legal Reference:

EDUCATION CODE

~~17604 Delegation of powers to agents; approval or ratification of contracts by governing board~~

~~17605 Delegation of authority to purchase supplies and equipment~~